Canceling Funds E-Tools Tutorial

Felisha Hitt

Canceling Funds Process Manager

22 January 2003 (update)

What's New?

- **Access E-Tools Application from DCMA's Home Page**
- **New Look for E-Tools Web Based Application Menu**
  - Separate Report and Application Menu
  - Easier Access to Canceling Funds Reports
- **Reports Updated**
  - Obsolete Reports Eliminated
  - SDW Canned Queries Now Available

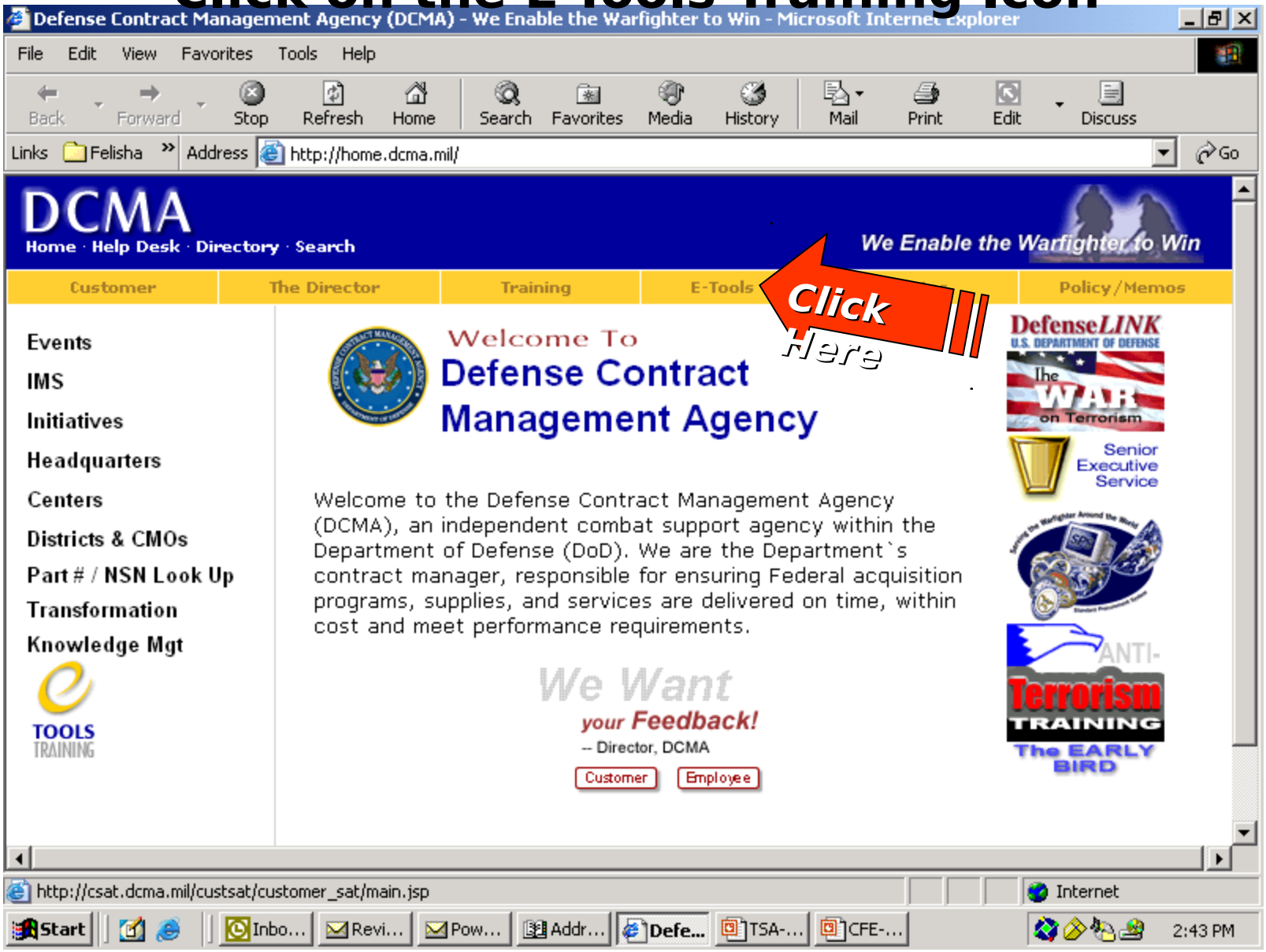
Welcome

This Canceling Funds E-Tools Tutorial was developed to aid CMOs in using the web-based reporting tool and to help obtain canceling funds data reports.

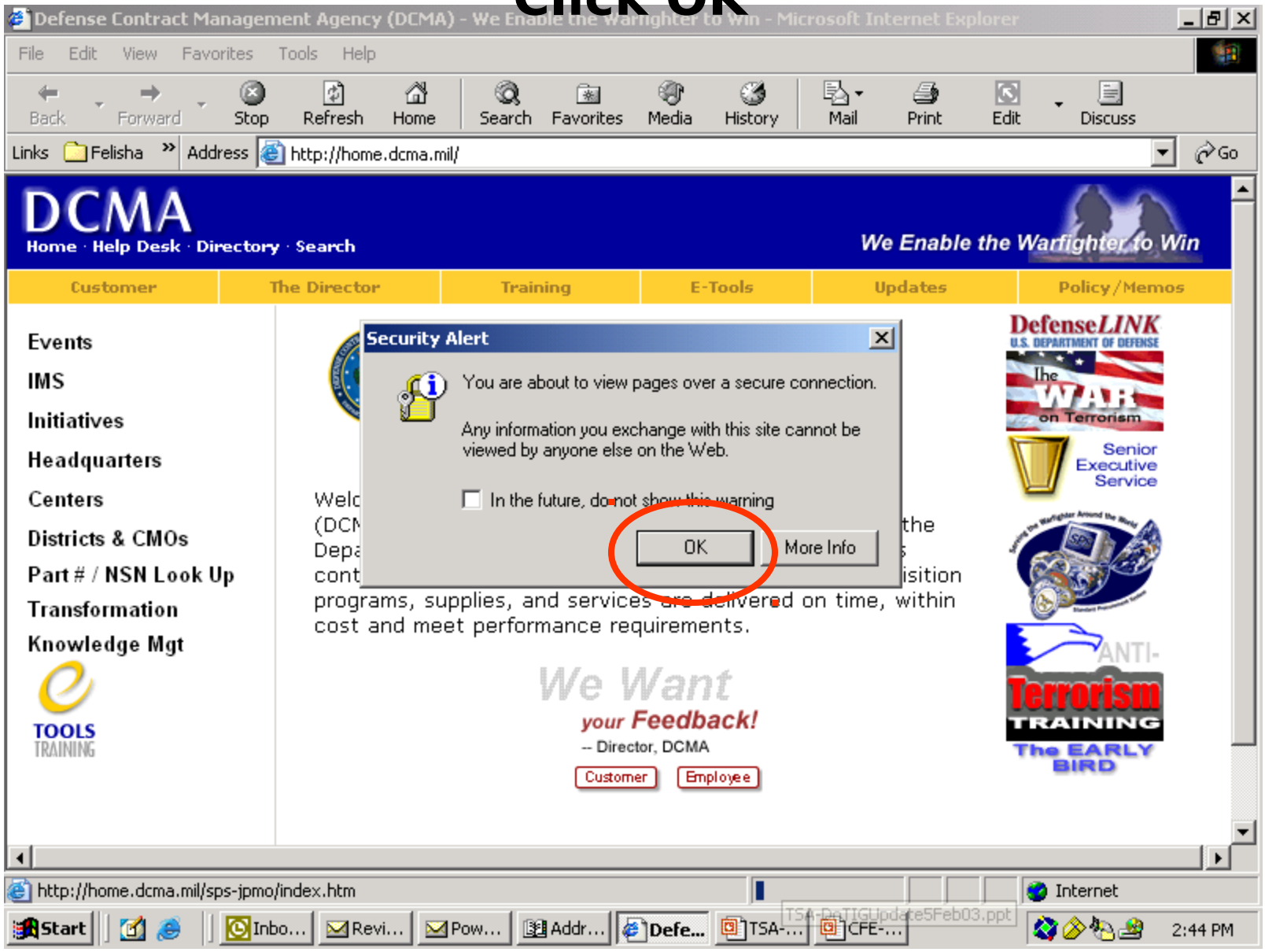
One Book Chapter 9.6, Canceling Funds, paragraph 3.2.5, provides specific guidelines regarding the reporting of status for funds "at-risk" of canceling :

- **1st Quarter of the Fiscal Year: Access canceling funds monthly data from E-Tools and perform a detailed review/analysis of funds identified as "at-risk". Begin tracking monthly data to ensure performance is commensurate with the CMO burn-down**
- **2nd Quarter of the Fiscal Year: Determine the necessary action(s) required to prevent funds from canceling or to correct erroneous MOCAS accounting data and begin entering reason/status codes into E-Tools.**
- **3rd Quarter of the Fiscal Year: Ensure that a reason/status code has been entered for each contract/ACRN no later than the beginning of the 3rd quarter. Escalate unresolved issues, as**
- **Remainder of Fiscal Year: Update the codes, as necessary.**

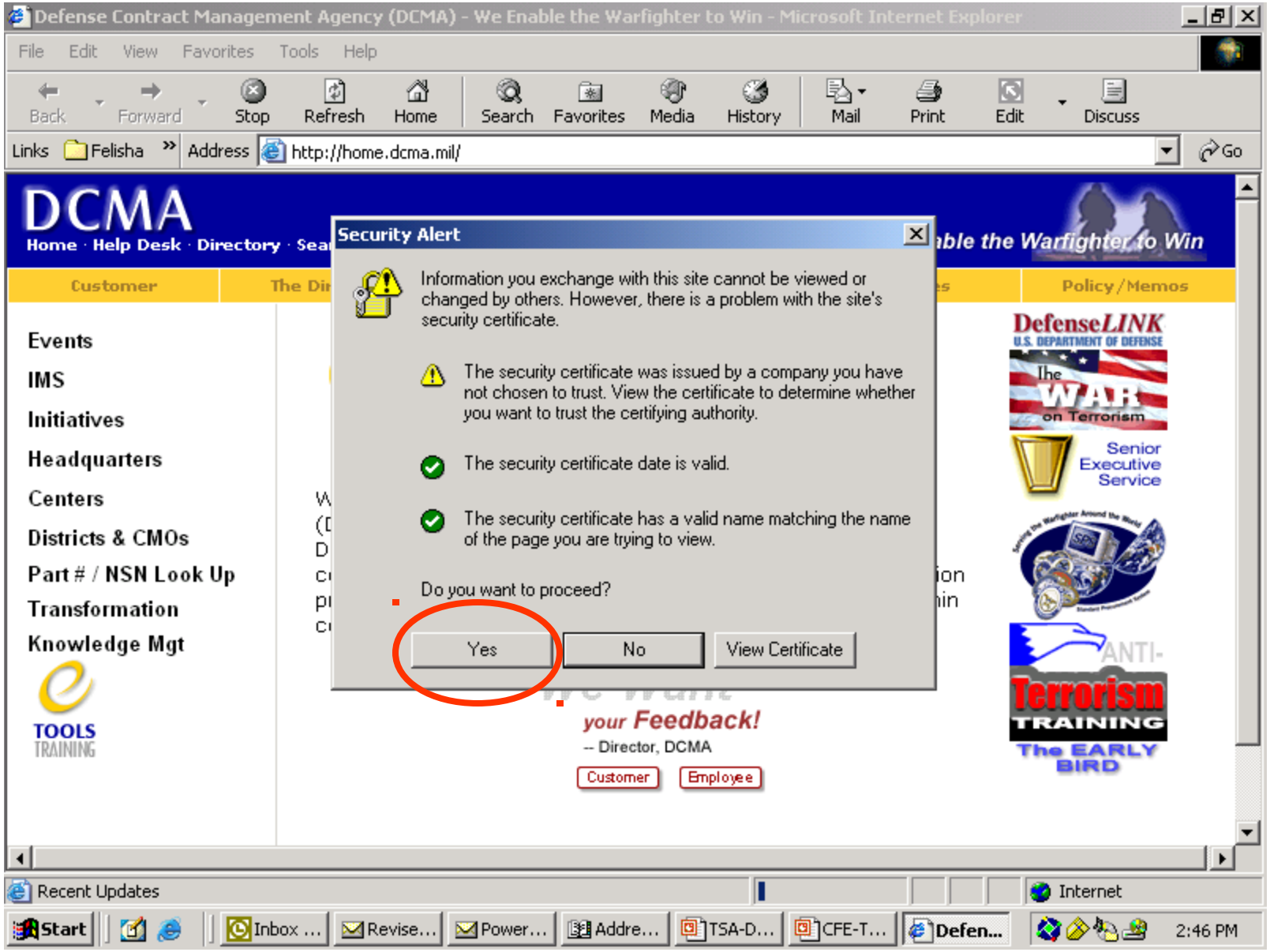
From the DCMA Home Page, Click on the E-Tools Training Icon


Defense Contract Management Agency (DCMA) - We Enable the Warfighter to Win - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
Links Felisha Address http://home.dcma.mil/
Go
DCMA
Home · Help Desk · Directory · Search
We Enable the Warfighter to Win
Customer
The Director
Training
E-Tools
Policy/Memos
Click Here
Events
IMS
Initiatives
Headquarters
Centers
Districts & CMOs
Part # / NSN Look Up
Transformation
Knowledge Mgt
TOOLS TRAINING
Welcome To
Defense Contract Management Agency
Welcome to the Defense Contract Management Agency (DCMA), an independent combat support agency within the Department of Defense (DoD). We are the Department`s contract manager, responsible for ensuring Federal acquisition programs, supplies, and services are delivered on time, within cost and meet performance requirements.
We Want your Feedback!
-- Director, DCMA
Customer
Employee
DefenseLINK
U.S. DEPARTMENT OF DEFENSE
The WAR on Terrorism
Senior Executive Service
ANTI-Terrorism TRAINING
The EARLY BIRD
http://csat.dcma.mil/custsat/customer_sat/main.jsp
Internet
Start
Inbo... Revi... Pow... Addr... Defe... TSA-... CFE-...
2:43 PM

You will receive two Security Alert messages, Click OK


Defense Contract Management Agency (DCMA) - We Enable the Warfighter to Win - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
Links Felisha Address http://home.dcma.mil/ Go
DCMA
Home · Help Desk · Directory · Search
We Enable the Warfighter to Win
Customer The Director Training E-Tools Updates Policy/Memos
Events
IMS
Initiatives
Headquarters
Centers
Districts & CMOs
Part # / NSN Look Up
Transformation
Knowledge Mgt
TOOLS TRAINING
Security Alert
You are about to view pages over a secure connection.
Any information you exchange with this site cannot be viewed by anyone else on the Web.
In the future, do not show this warning
OK
More Info
programs, supplies, and services are delivered on time, within cost and meet performance requirements.
We Want your Feedback!
-- Director, DCMA
Customer
Employee
DefenseLINK
U.S. DEPARTMENT OF DEFENSE
The WAR on Terrorism
Senior Executive Service
ANTI-Terrorism TRAINING
The EARLY BIRD
http://home.dcma.mil/sps-jpmo/index.htm
Internet
Start
2:44 PM

Click Yes


Defense Contract Management Agency (DCMA) - We Enable the Warfighter to Win - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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DCMA
Home · Help Desk · Directory · Sea
able the Warfighter to Win
Customer
Policy/Memos
Events
IMS
Initiatives
Headquarters
Centers
Districts & CMOs
Part # / NSN Look Up
Transformation
Knowledge Mgt
TOOLS
TRAINING
Security Alert
Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.
The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
The security certificate date is valid.
The security certificate has a valid name matching the name of the page you are trying to view.
Do you want to proceed?
Yes
No
View Certificate
your Feedback!
-- Director, DCMA
Customer
Employee
DefenseLINK
U.S. DEPARTMENT OF DEFENSE
The WAR on Terrorism
Senior Executive Service
ANTI-Terrorism TRAINING
The EARLY BIRD
Recent Updates
Internet
Start
Inbox ...
Revise...
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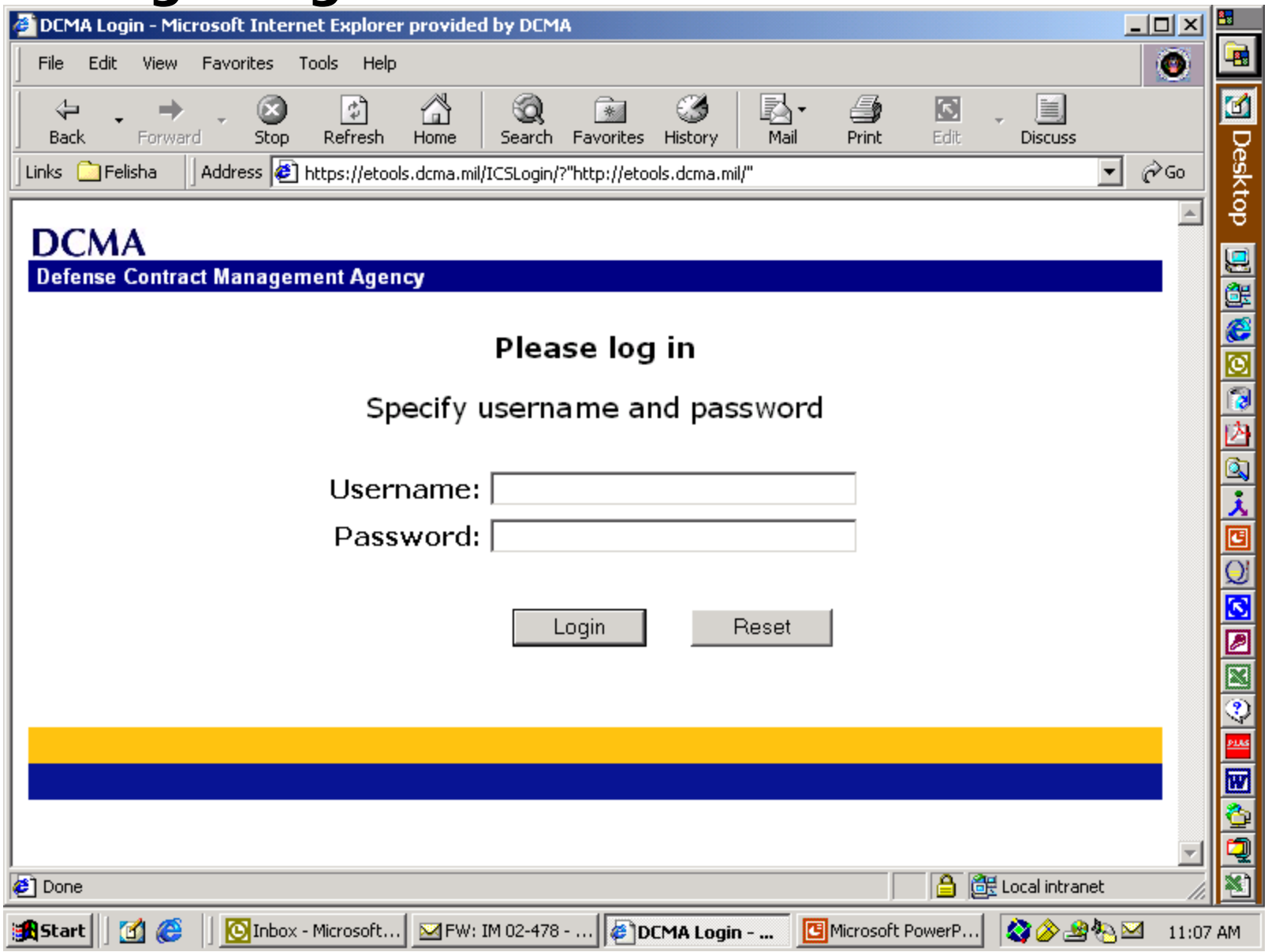
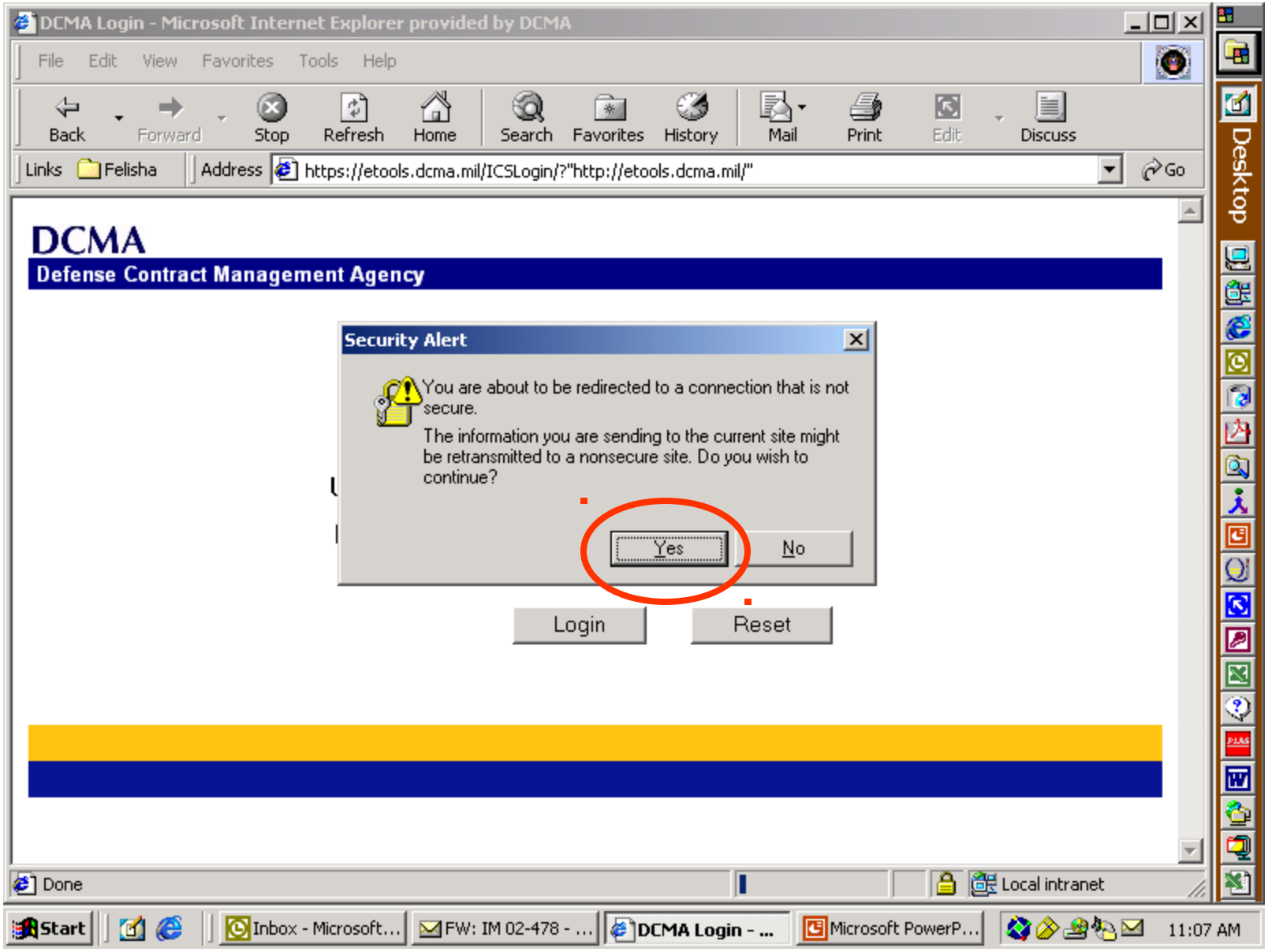
Defen...
2:46 PM

Log in to the E-Tools application using your Single Sign-On Username and Password



You will receive a security alert, click Yes


DCMA Login - Microsoft Internet Explorer provided by DCMA
File Edit View Favorites Tools Help
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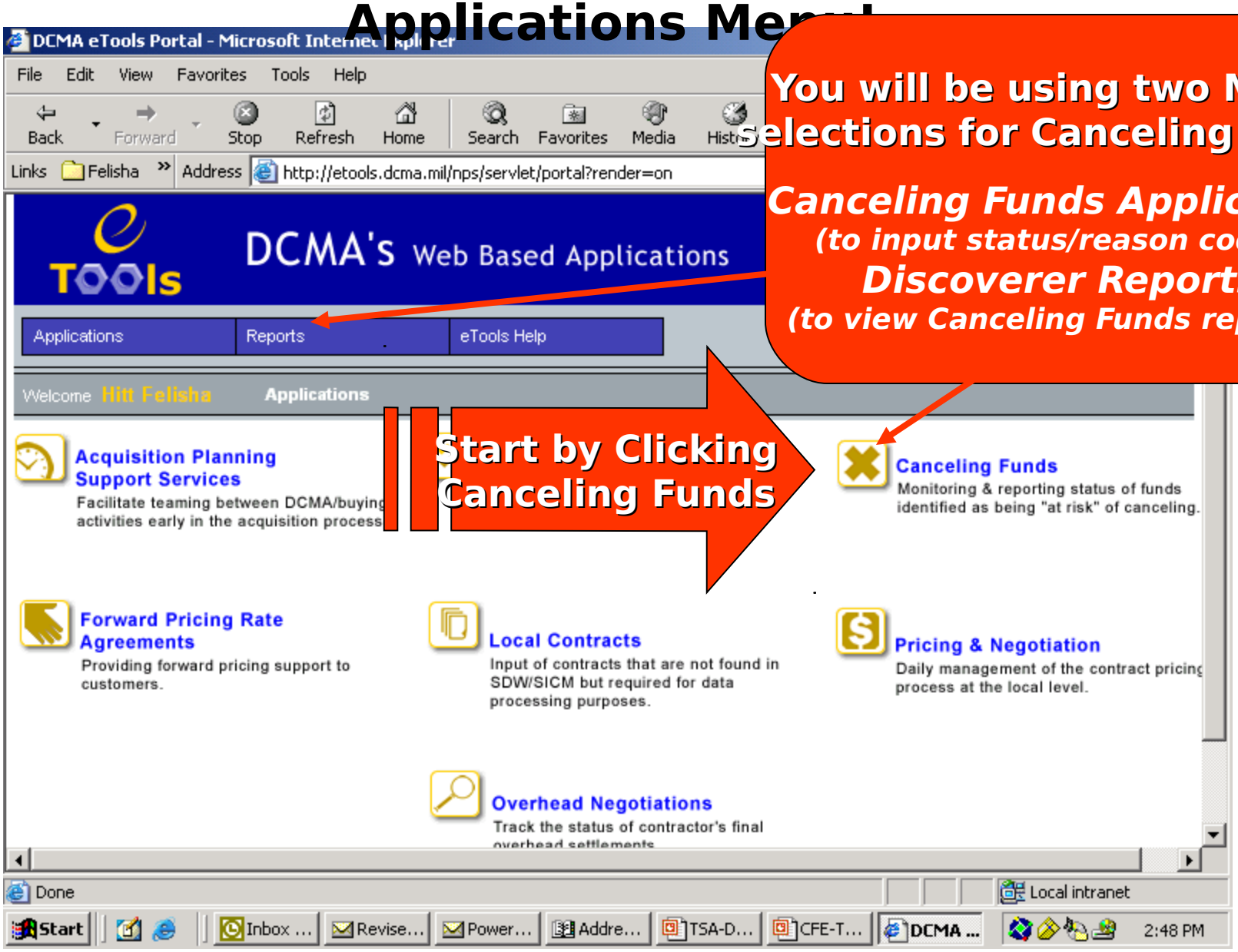
Links Felisha
Address https://etools.dcma.mil/ICSLogin/?"http://etools.dcma.mil/"
Go
DCMA
Defense Contract Management Agency
Security Alert
You are about to be redirected to a connection that is not secure.
The information you are sending to the current site might be retransmitted to a nonsecure site. Do you wish to continue?
Yes
No
Login
Reset
Done
Local intranet
Start
Inbox - Microsoft...
FW: IM 02-478 - ...
DCMA Login - ...
Microsoft PowerP...
11:07 AM
Desktop

Welcome to the E-Tools Web Based Applications Menu


DCMA eTools Portal - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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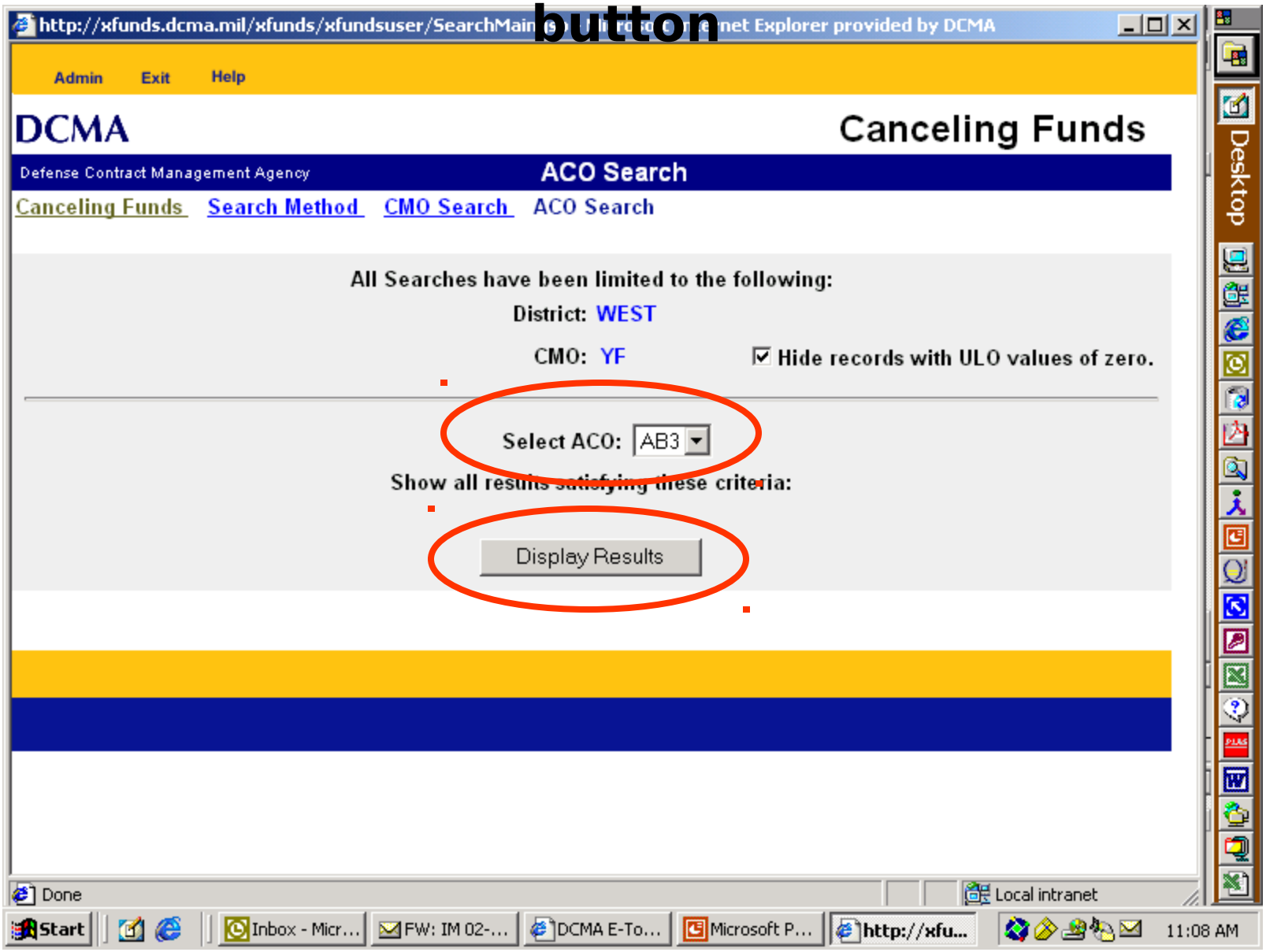
Links Felisha Address http://etools.dcma.mil/nps/servlet/portal?render=on
eTools
DCMA's Web Based Applications
Applications Reports eTools Help
Welcome Hitt Felisha Applications
Acquisition Planning Support Services
Facilitate teaming between DCMA/buying activities early in the acquisition process
Canceling Funds
Monitoring & reporting status of funds identified as being "at risk" of canceling.
Forward Pricing Rate Agreements
Providing forward pricing support to customers.
Local Contracts
Input of contracts that are not found in SDW/SICM but required for data processing purposes.
Pricing & Negotiation
Daily management of the contract pricing process at the local level.
Overhead Negotiations
Track the status of contractor's final
Done
Local intranet
Start
Inbox ... Revise... Power... Addre... TSA-D... CFE-T... DCMA ...
2:48 PM

You will be using two Menu selections for Canceling Funds

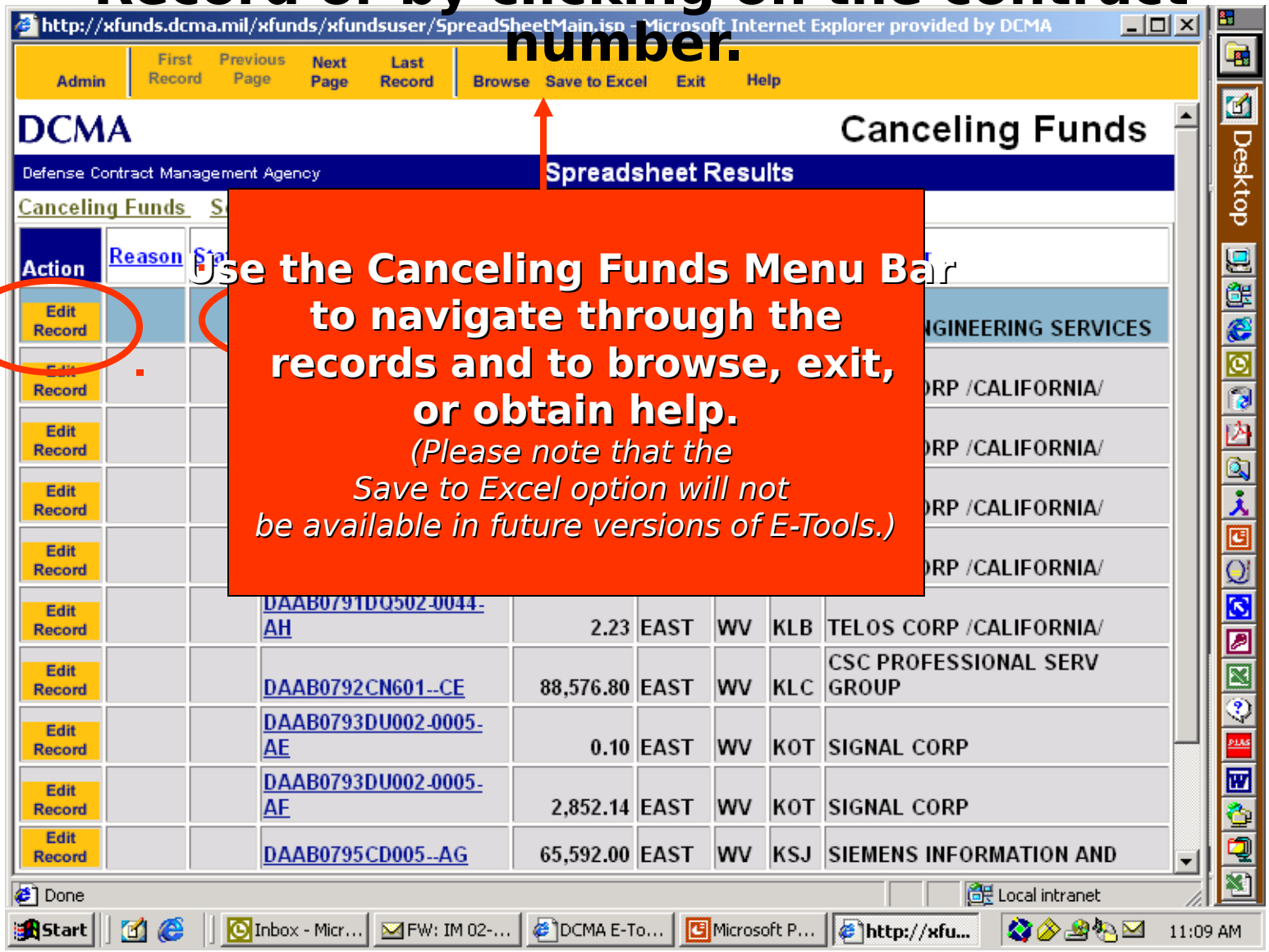
Canceling Funds Application
(to input status/reason codes)
Discoverer Reports
(to view Canceling Funds reports)

Start by Clicking Canceling Funds

The ACO Search page will appear. Select your ACO Code and click on the Display Results button

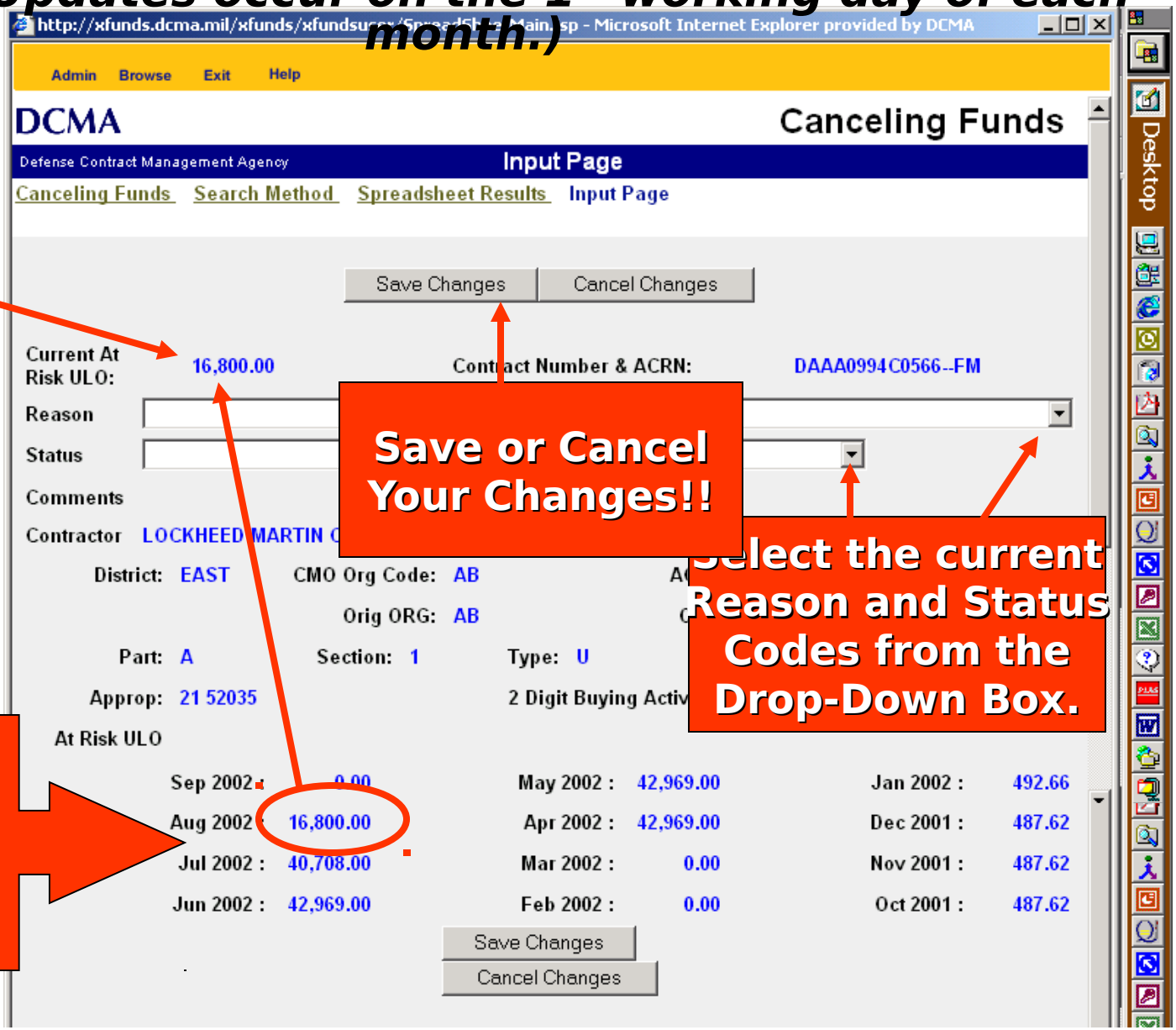


The Spreadsheet Results page will appear. Select a contract by clicking on Edit Record or by clicking on the contract number.



The Input page will appear.

(Note: Updates occur on the 1st working day of each month.)



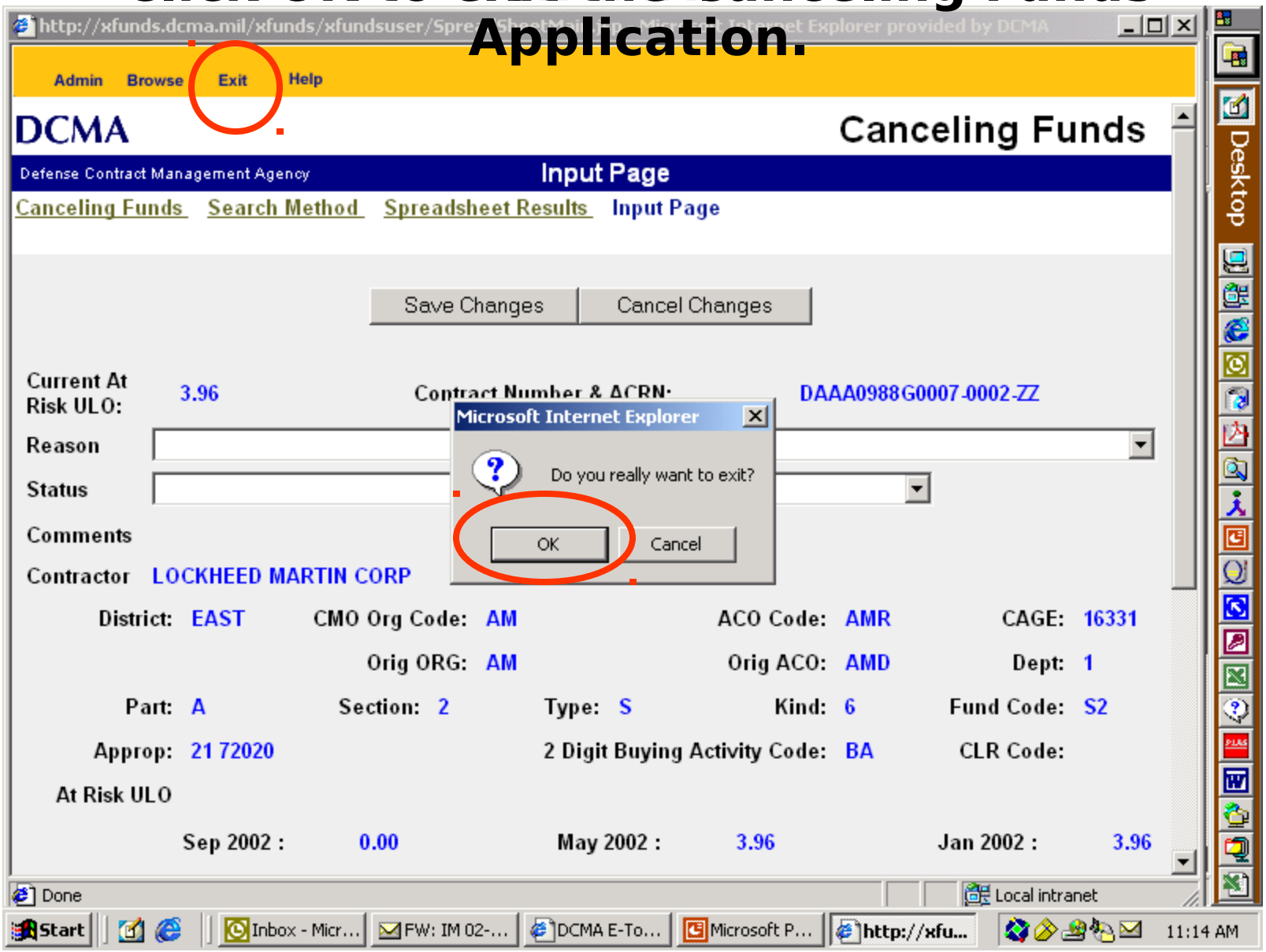
The Current At Risk ULO is shown here.

Save or Cancel Your Changes!!

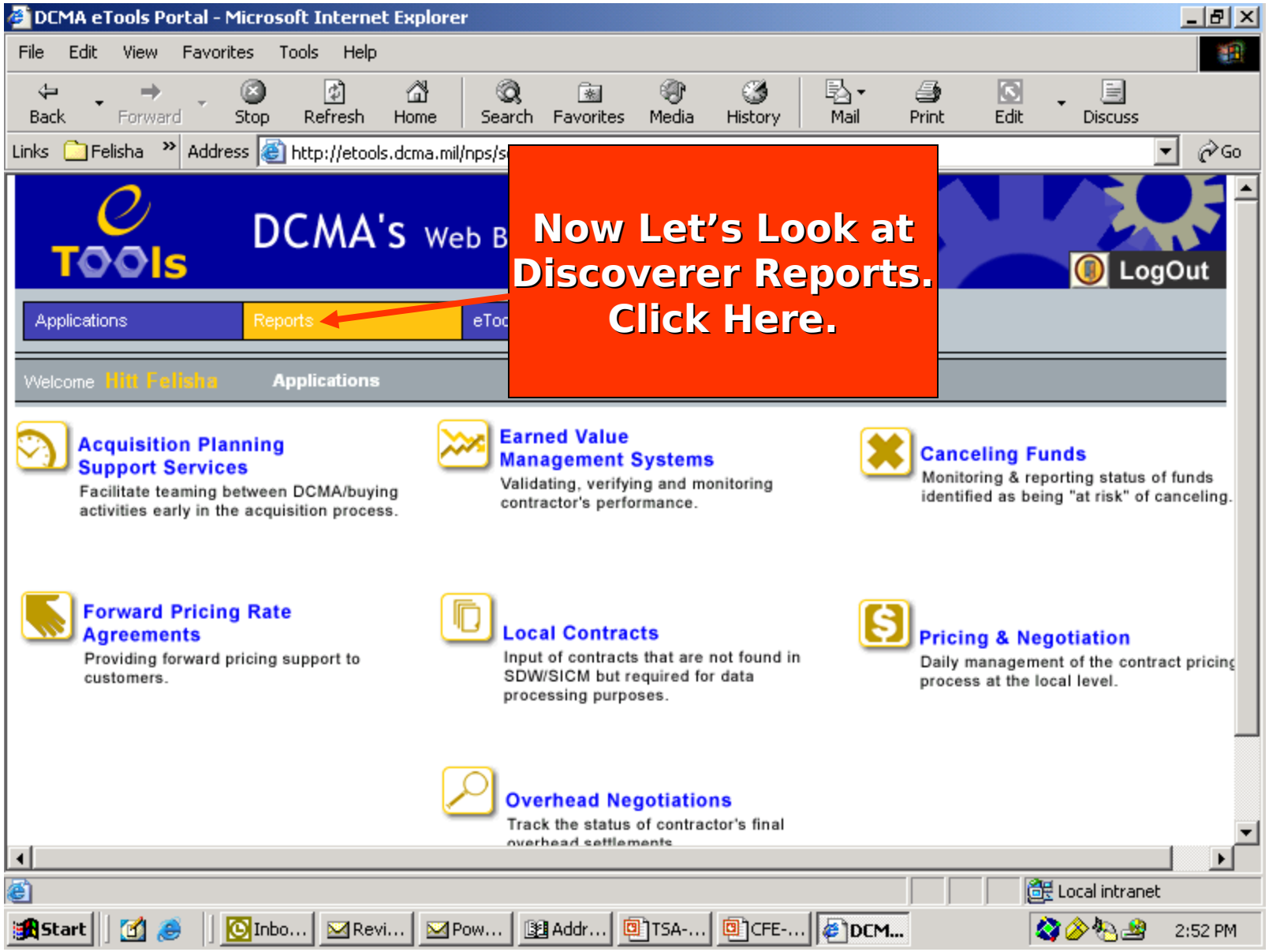
Select the current Reason and Status Codes from the Drop-Down Box.

This section shows At-Risk ULO balances for each month.

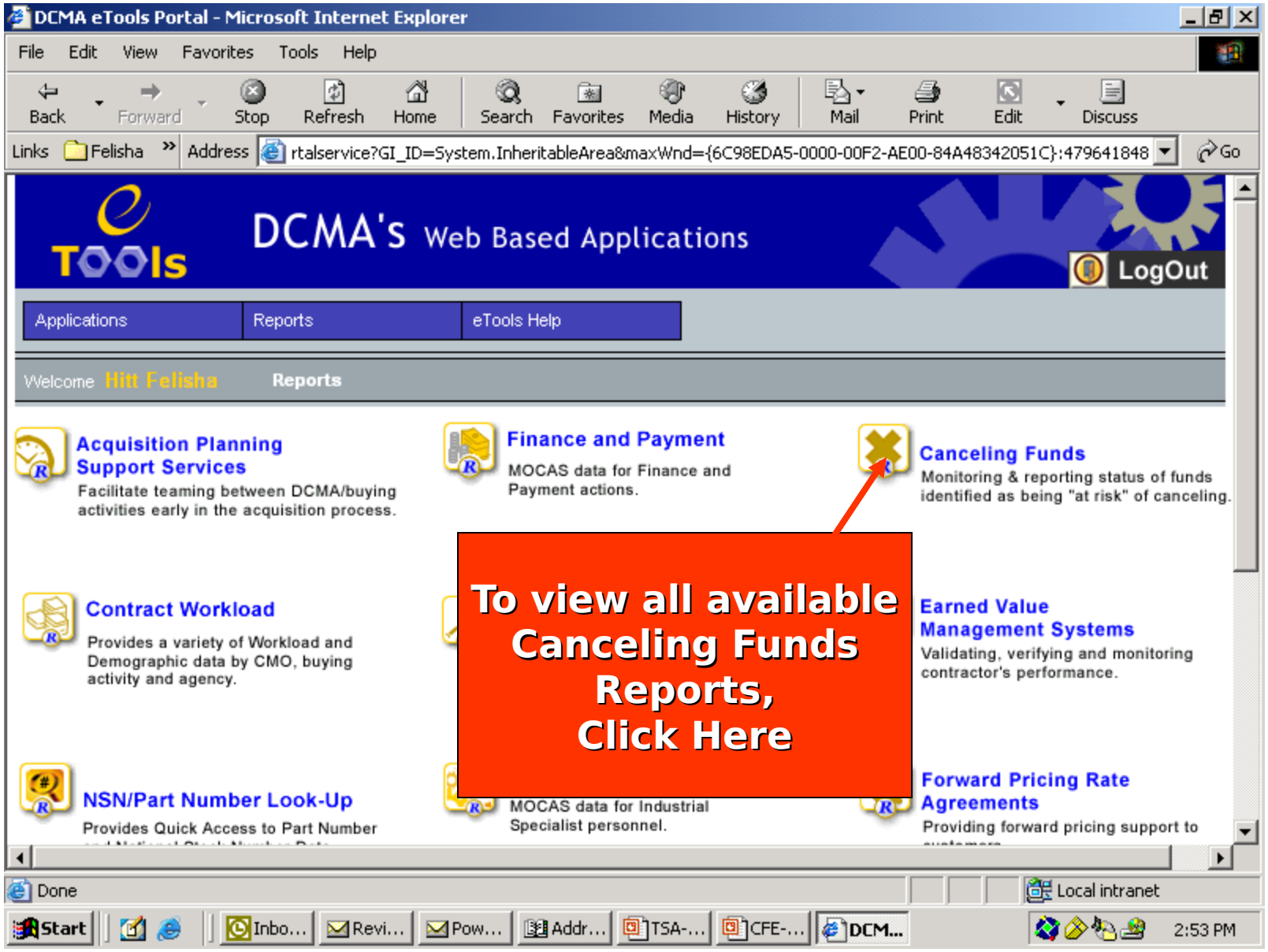
You can Exit from the Input Page by clicking Exit. Click OK to exit the Canceling Funds Application.



You will return to the E-Tools Smart Menu.


DCMA eTools Portal - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
Links Felisha Address http://etools.dcma.mil/nps/s
Go
eTools
DCMA's Web B
LogOut
Applications
Reports
eToc
Welcome Hitt Felisha
Applications
Now Let's Look at Discoverer Reports. Click Here.
Acquisition Planning Support Services
Facilitate teaming between DCMA/buying activities early in the acquisition process.
Earned Value Management Systems
Validating, verifying and monitoring contractor's performance.
Canceling Funds
Monitoring & reporting status of funds identified as being "at risk" of canceling.
Forward Pricing Rate Agreements
Providing forward pricing support to customers.
Local Contracts
Input of contracts that are not found in SDW/SICM but required for data processing purposes.
Pricing & Negotiation
Daily management of the contract pricing process at the local level.
Overhead Negotiations
Track the status of contractor's final
Local intranet
Start
Inbo...
Revi...
Pow...
Addr...
TSA-...
CFE-...
DCM...
2:52 PM

Welcome to the Discoverer Reports Menu!


DCMA eTools Portal - Microsoft Internet Explorer
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Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss
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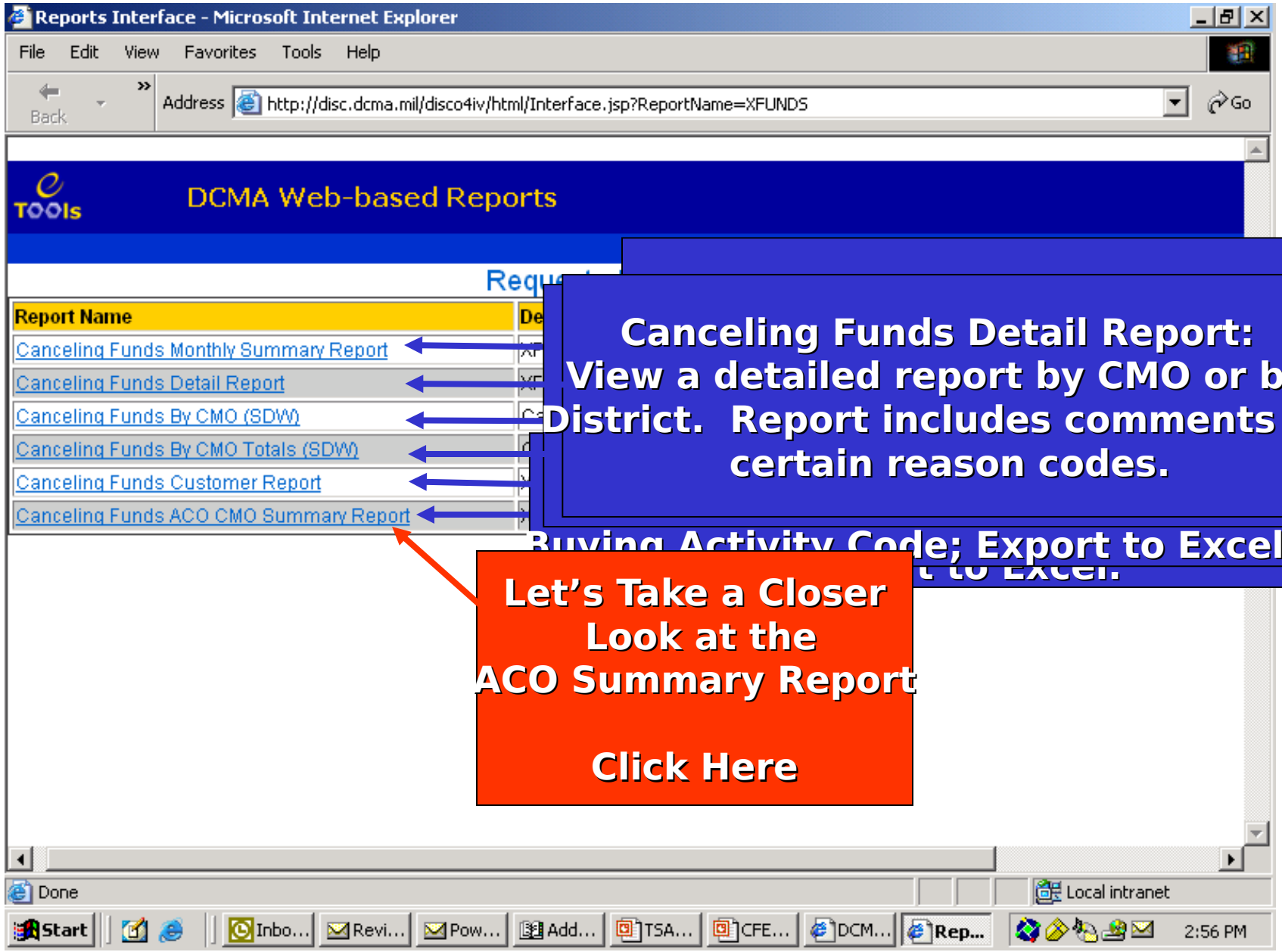
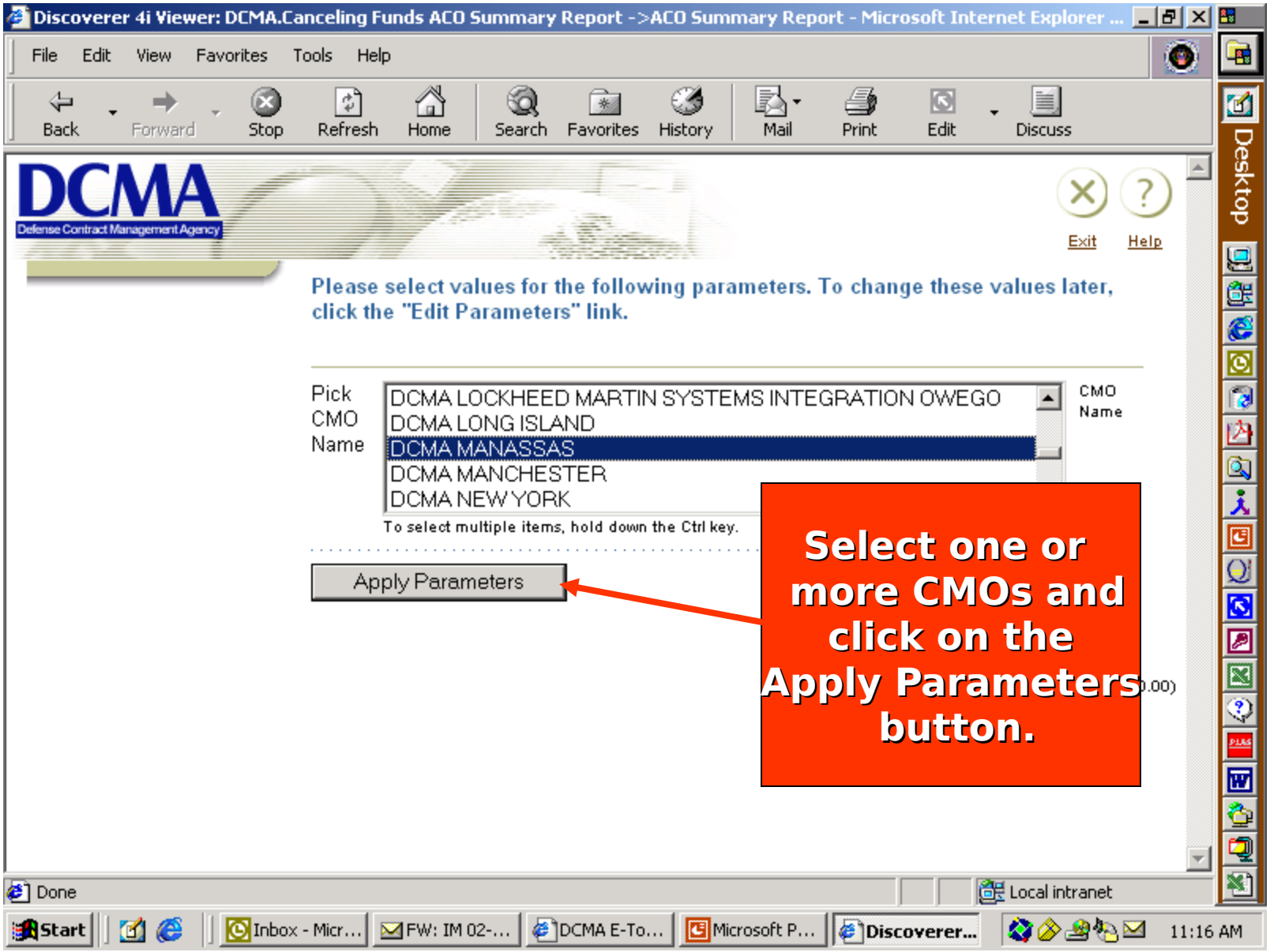
eTools
DCMA's Web Based Applications
LogOut
Applications
Reports
eTools Help
Welcome Hitt Felisha
Reports
Acquisition Planning Support Services
Facilitate teaming between DCMA/buying activities early in the acquisition process.
Finance and Payment
MOCAS data for Finance and Payment actions.
Canceling Funds
Monitoring & reporting status of funds identified as being "at risk" of canceling.
To view all available Canceling Funds Reports, Click Here
Contract Workload
Provides a variety of Workload and Demographic data by CMO, buying activity and agency.
Earned Value Management Systems
Validating, verifying and monitoring contractor's performance.
NSN/Part Number Look-Up
Provides Quick Access to Part Number
MOCAS data for Industrial Specialist personnel.
Forward Pricing Rate Agreements
Providing forward pricing support to
Done
Local intranet
Start
Inbo... Revi... Pow... Addr... TSA-... CFE-... DCM...
2:53 PM

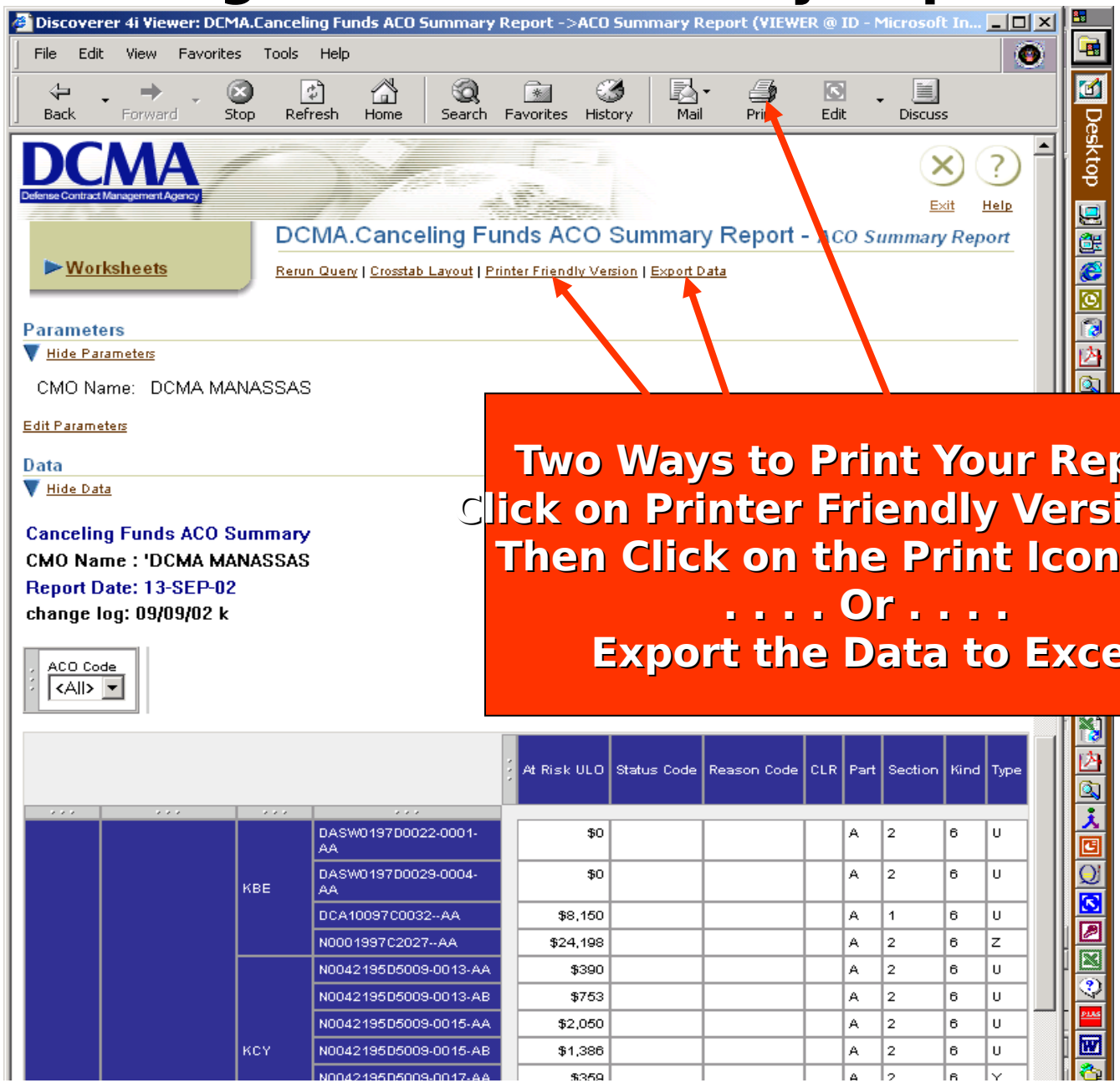
Six Canceling Funds Reports are Available.


Reports Interface - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://disc.dcma.mil/disco4iv/html/Interface.jsp?ReportName=XFUNDS
Go
TOOls
DCMA Web-based Reports
Report Name
Canceling Funds Monthly Summary Report
Canceling Funds Detail Report
Canceling Funds By CMO (SDW)
Canceling Funds By CMO Totals (SDW)
Canceling Funds Customer Report
Canceling Funds ACO CMO Summary Report
Canceling Funds Detail Report: View a detailed report by CMO or by District. Report includes comments for certain reason codes.
Buying Activity Code; Export to Excel.
Let's Take a Closer Look at the ACO Summary Report
Click Here
Done
Local intranet
Start
2:56 PM

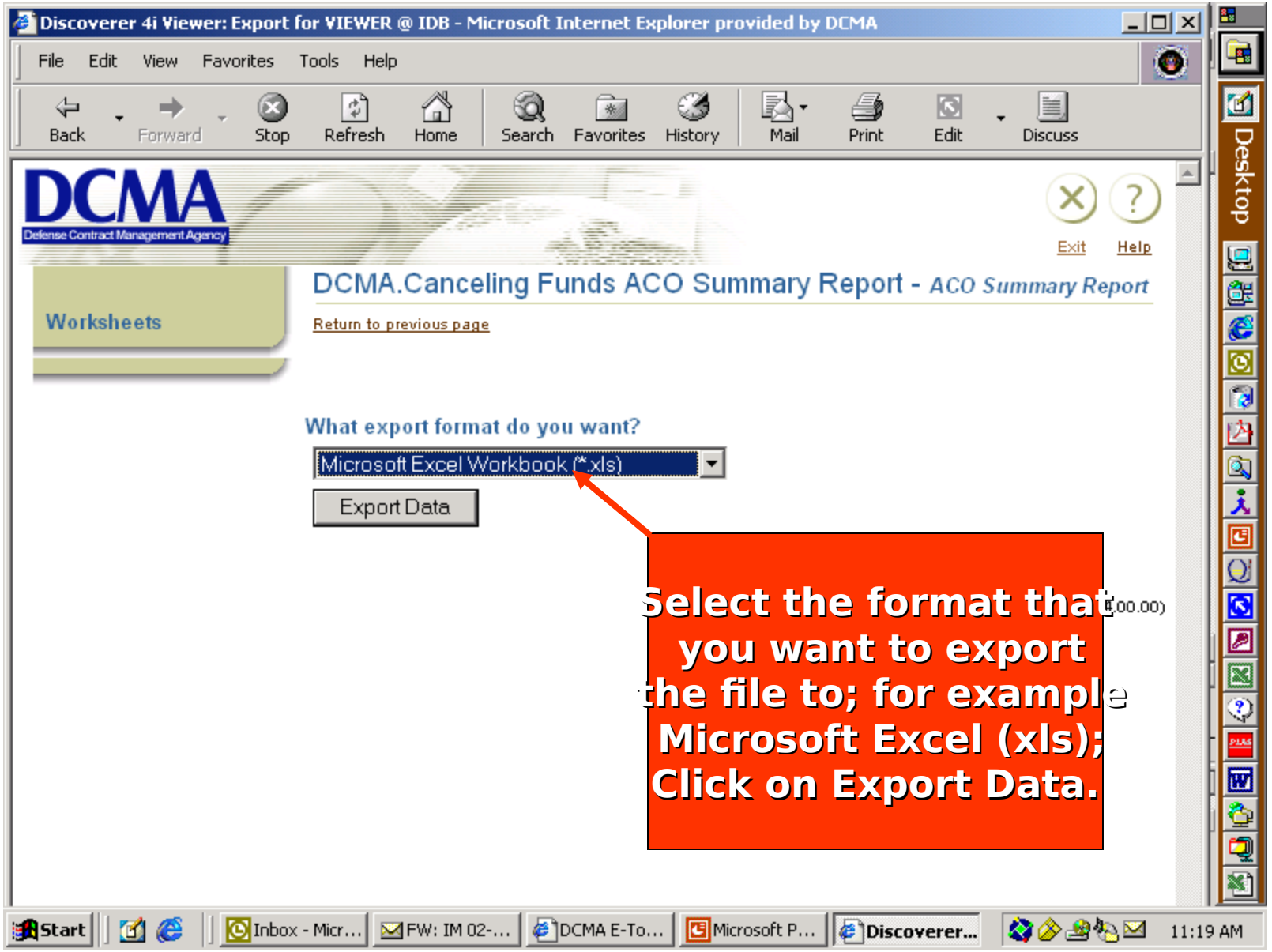
The ACO Summary Report


Discoverer 4i Viewer: DCMA.Canceling Funds ACO Summary Report ->ACO Summary Report - Microsoft Internet Explorer ...
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
DCMA
Defense Contract Management Agency
Exit Help
Please select values for the following parameters. To change these values later, click the "Edit Parameters" link.
Pick CMO Name
DCMA LOCKHEED MARTIN SYSTEMS INTEGRATION OWEGO
DCMA LONG ISLAND
DCMA MANASSAS
DCMA MANCHESTER
DCMA NEW YORK
CMO Name
To select multiple items, hold down the Ctrl key.
Apply Parameters
Select one or more CMOs and click on the Apply Parameters button.
Done
Local intranet
Start
Inbox - Micr...
FW: IM 02-...
DCMA E-To...
Microsoft P...
Discoverer...
11:16 AM
Desktop

Printing the ACO Summary Report



Exporting the ACO Summary Report


Discoverer 4i Viewer: Export for VIEWER @ IDB - Microsoft Internet Explorer provided by DCMA
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
DCMA
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Exit Help
Worksheets
DCMA.Canceling Funds ACO Summary Report - ACO Summary Report
Return to previous page
What export format do you want?
Microsoft Excel Workbook (*.xls)
Export Data
Select the format that you want to export the file to; for example Microsoft Excel (xls); Click on Export Data.
Start
Inbox - Micr...
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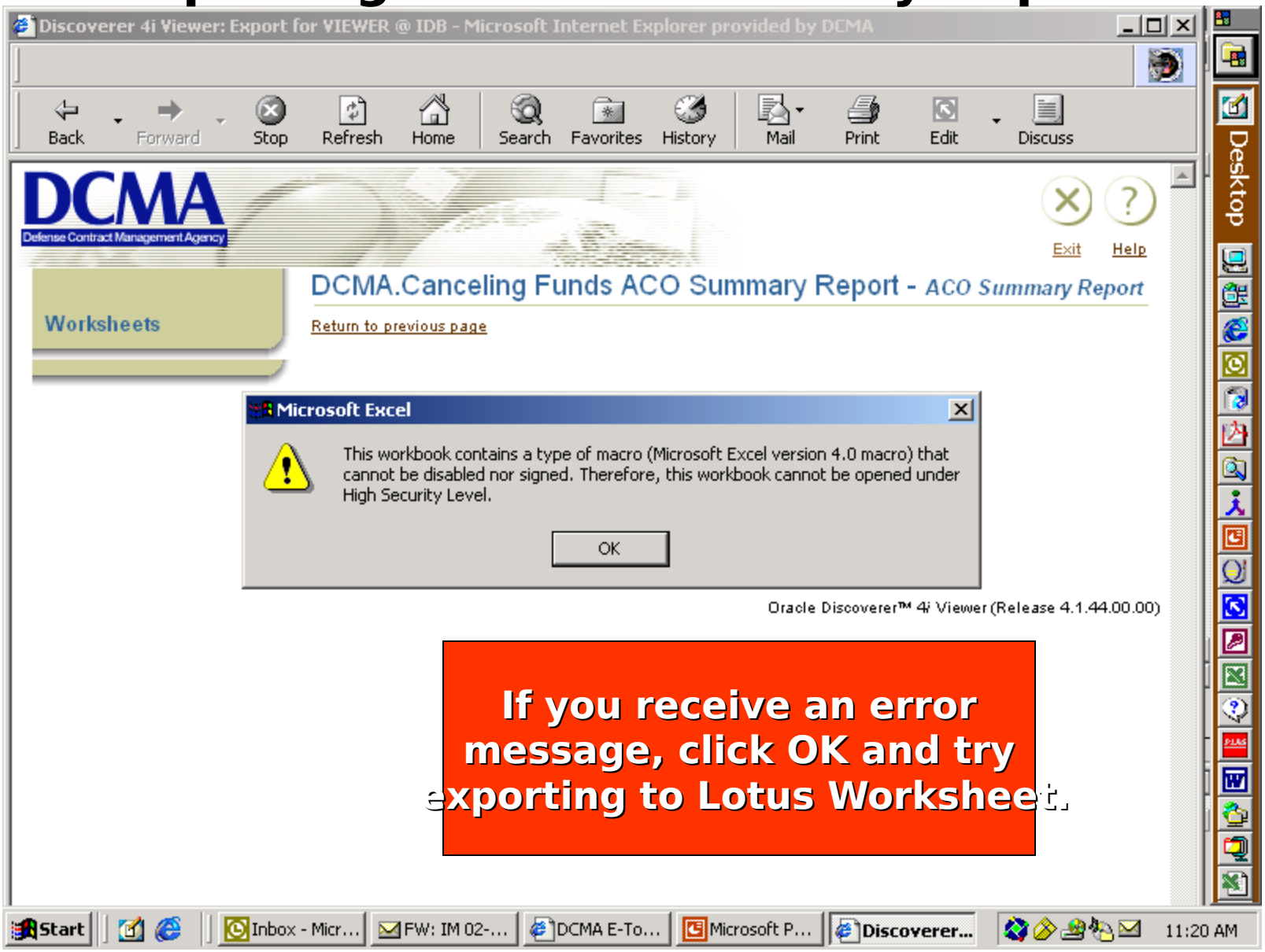
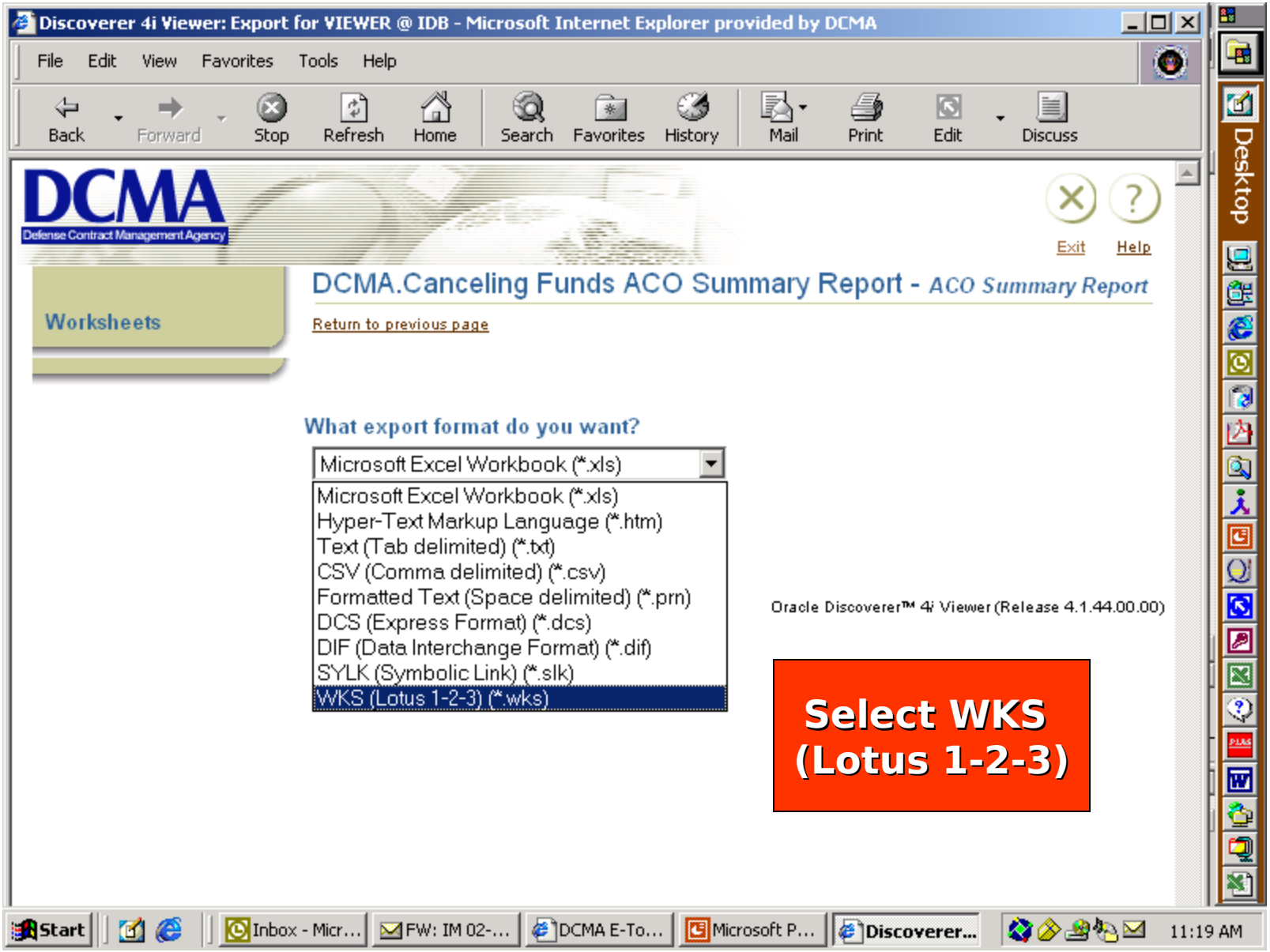
DCMA E-To...
Microsoft P...
Discoverer...
11:19 AM

Exporting the ACO Summary Report



Exporting the ACO Summary Report


Discoverer 4i Viewer: Export for VIEWER @ IDB - Microsoft Internet Explorer provided by DCMA
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
DCMA
Defense Contract Management Agency
Exit Help
Worksheets
DCMA.Canceling Funds ACO Summary Report - ACO Summary Report
Return to previous page
What export format do you want?
Microsoft Excel Workbook (*.xls)
Microsoft Excel Workbook (*.xls)
Hyper-Text Markup Language (*.htm)
Text (Tab delimited) (*.txt)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
DCS (Express Format) (*.dcs)
DIF (Data Interchange Format) (*.dif)
SYLK (Symbolic Link) (*.slk)
WKS (Lotus 1-2-3) (*.wks)
Oracle Discoverer™ 4i Viewer (Release 4.1.44.00.00)
Select WKS (Lotus 1-2-3)
Desktop
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Inbox - Micr...
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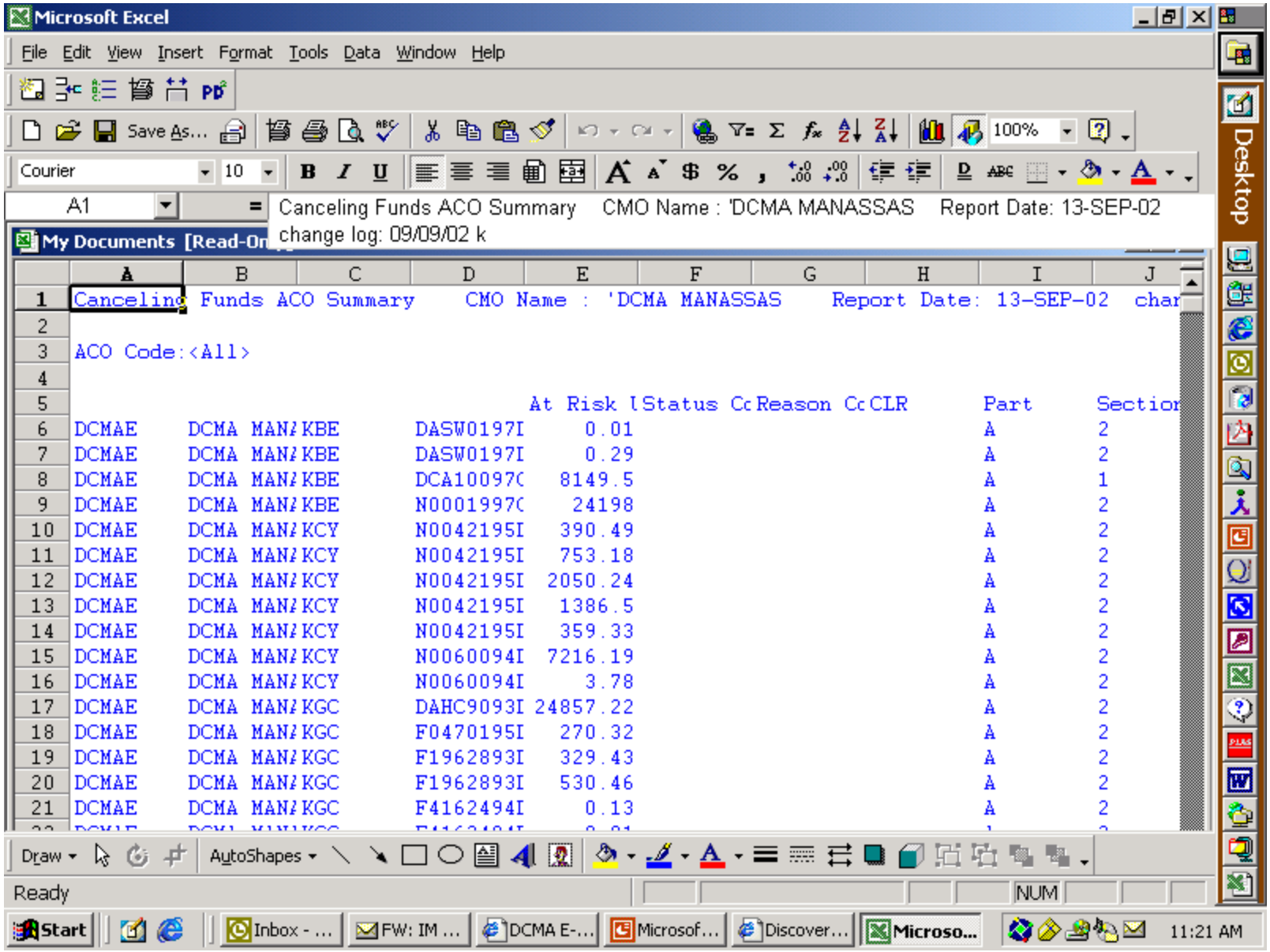
DCMA E-To...
Microsoft P...
Discoverer...
11:19 AM

Excel Will Open and You Can View the Data


Microsoft Excel
File Edit View Insert Format Tools Data Window Help
Courier 10
A1
Canceling Funds ACO Summary CMO Name : 'DCMA MANASSAS Report Date: 13-SEP-02
change log: 09/09/02 k
My Documents [Read-On
Canceling Funds ACO Summary CMO Name : 'DCMA MANASSAS Report Date: 13-SEP-02 char
ACO Code:<All>
At Risk Status Cc Reason Cc CLR Part Section
DCMAE DCMA MAN KBE DASW0197I 0.01 A 2
DCMAE DCMA MAN KBE DASW0197I 0.29 A 2
DCMAE DCMA MAN KBE DCA10097(8149.5 A 1
DCMAE DCMA MAN KBE N0001997(24198 A 2
DCMAE DCMA MAN KCY N0042195I 390.49 A 2
DCMAE DCMA MAN KCY N0042195I 753.18 A 2
DCMAE DCMA MAN KCY N0042195I 2050.24 A 2
DCMAE DCMA MAN KCY N0042195I 1386.5 A 2
DCMAE DCMA MAN KCY N0042195I 359.33 A 2
DCMAE DCMA MAN KCY N0060094I 7216.19 A 2
DCMAE DCMA MAN KCY N0060094I 3.78 A 2
DCMAE DCMA MAN KGC DAHC9093I 24857.22 A 2
DCMAE DCMA MAN KGC F0470195I 270.32 A 2
DCMAE DCMA MAN KGC F1962893I 329.43 A 2
DCMAE DCMA MAN KGC F1962893I 530.46 A 2
DCMAE DCMA MAN KGC F4162494I 0.13 A 2
Draw AutoShapes
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FW: IM ...
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Microsof...
Discover...
Microso...
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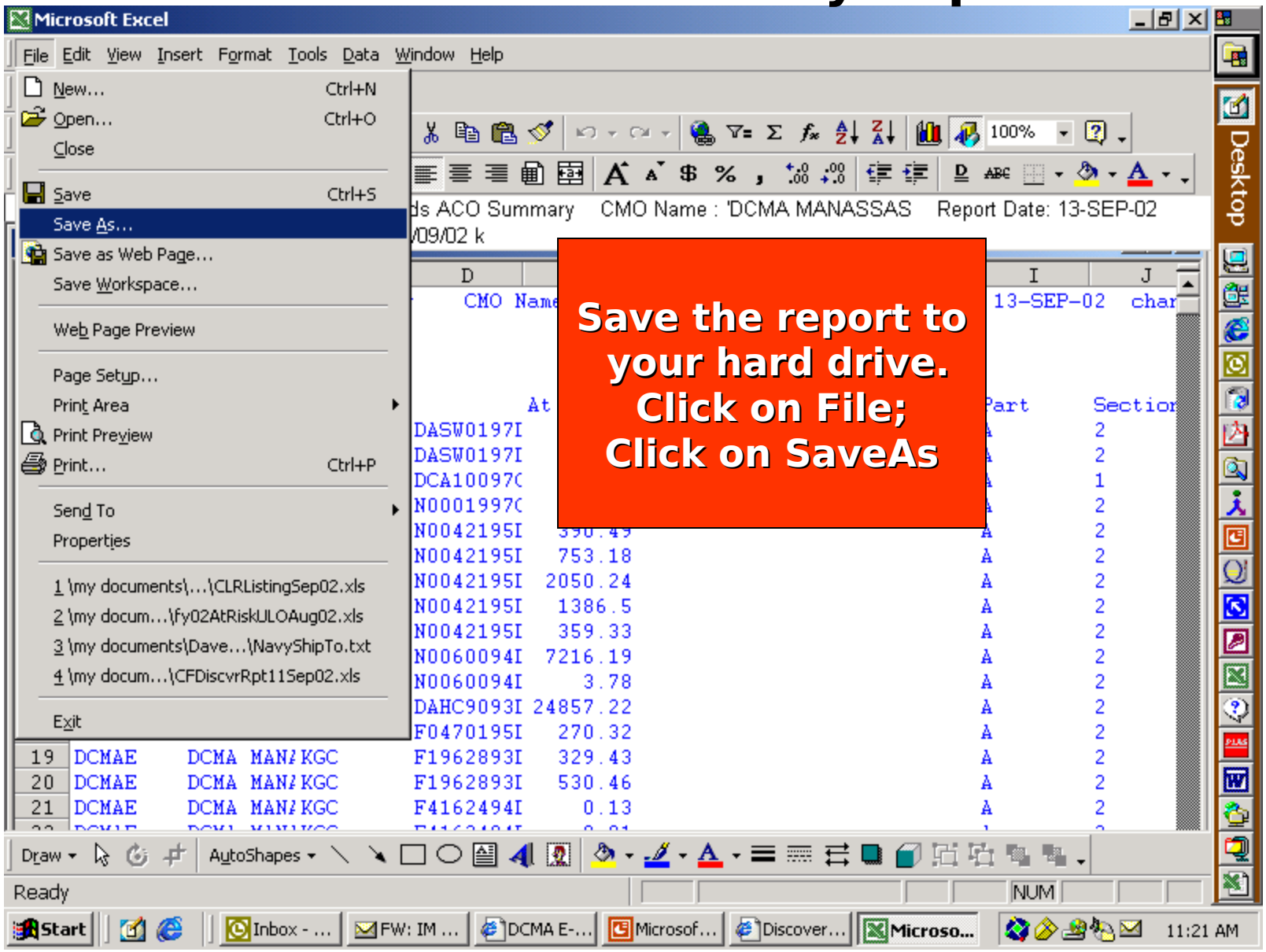
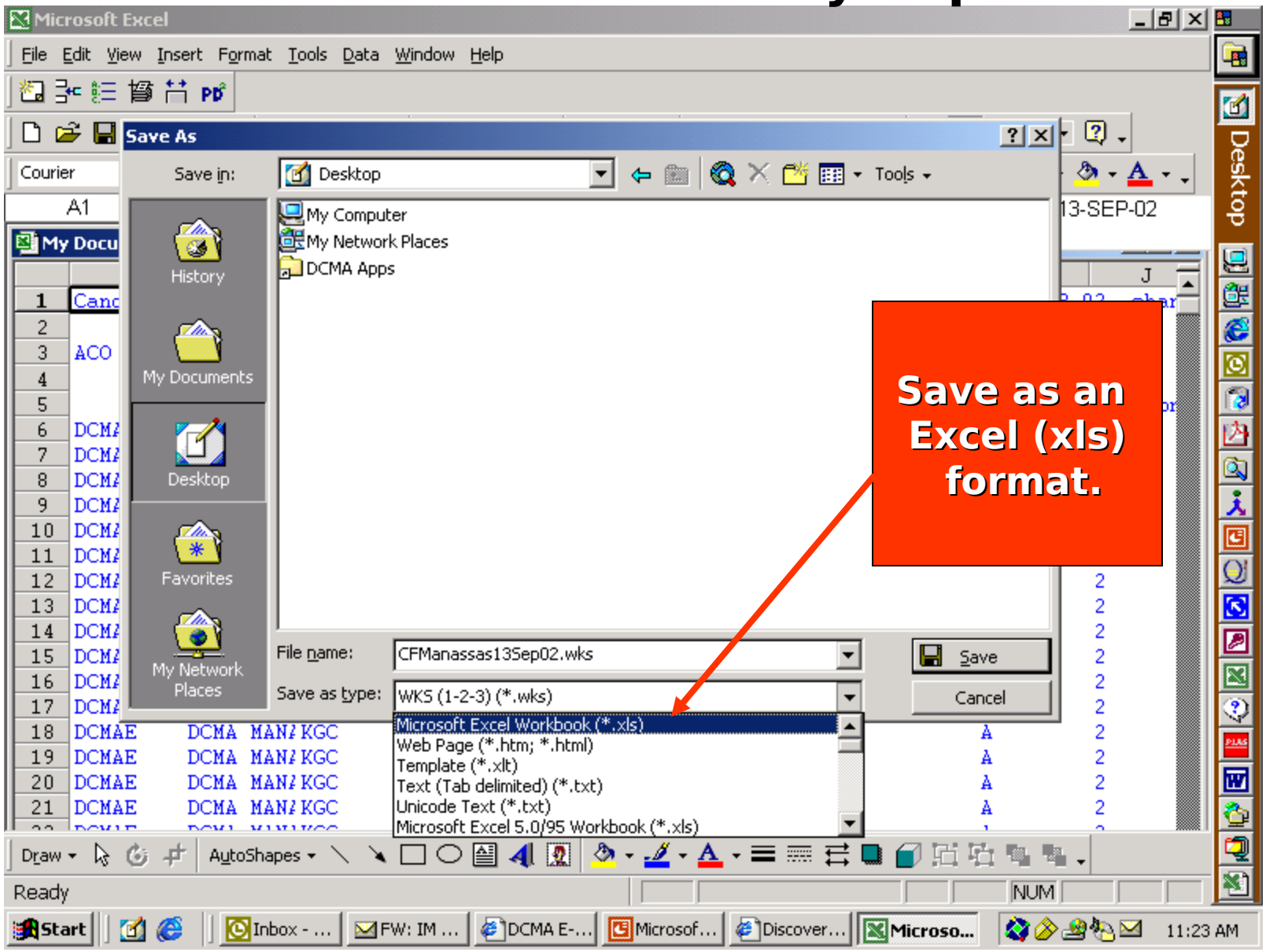
Desktop

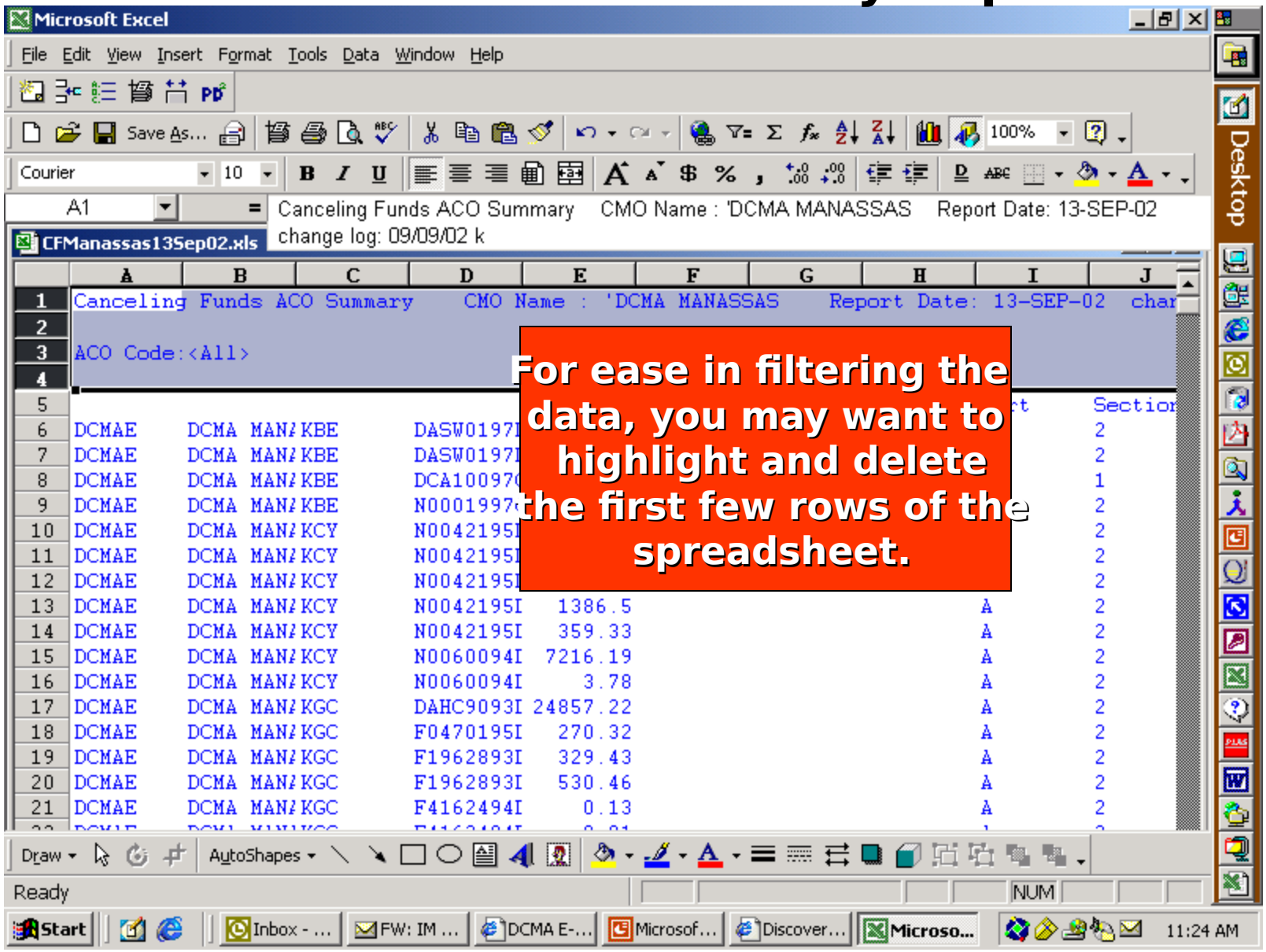
Save the ACO Summary Report



Save the ACO Summary Report



Format the ACO Summary Report


Microsoft Excel
File Edit View Insert Format Tools Data Window Help
Courier 10
A1
Canceling Funds ACO Summary CMO Name : 'DCMA MANASSAS Report Date: 13-SEP-02
change log: 09/09/02 k
CFManassas13Sep02.xls
Canceling Funds ACO Summary CMO Name : 'DCMA MANASSAS Report Date: 13-SEP-02 char
ACO Code:<All>
DCMAE DCMA MANA KBE DASW0197I 2
DCMAE DCMA MANA KBE DASW0197I 2
DCMAE DCMA MANA KBE DCA10097(1
DCMAE DCMA MANA KBE N0001997(2
DCMAE DCMA MANA KCY N0042195I 2
DCMAE DCMA MANA KCY N0042195I 2
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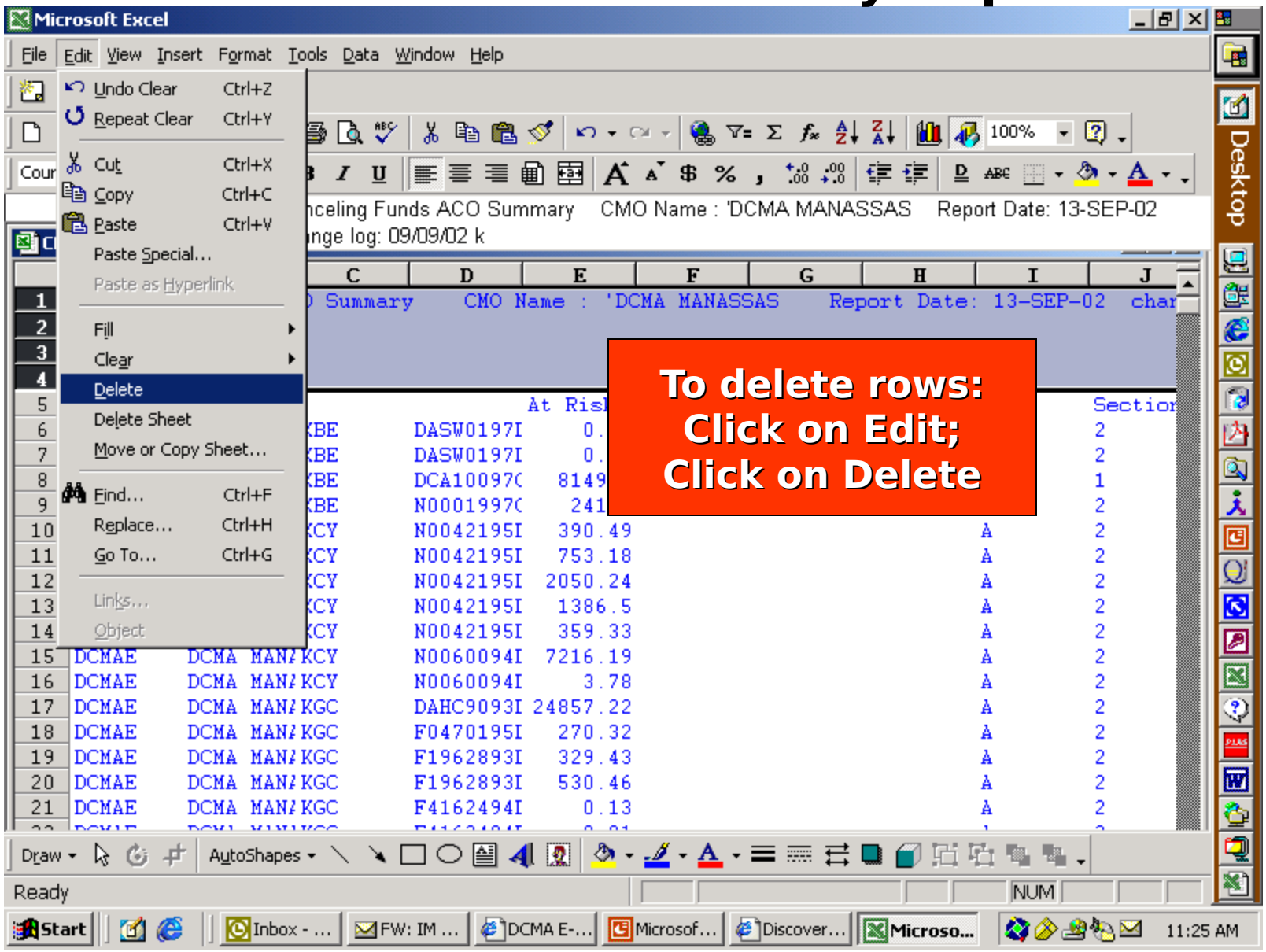
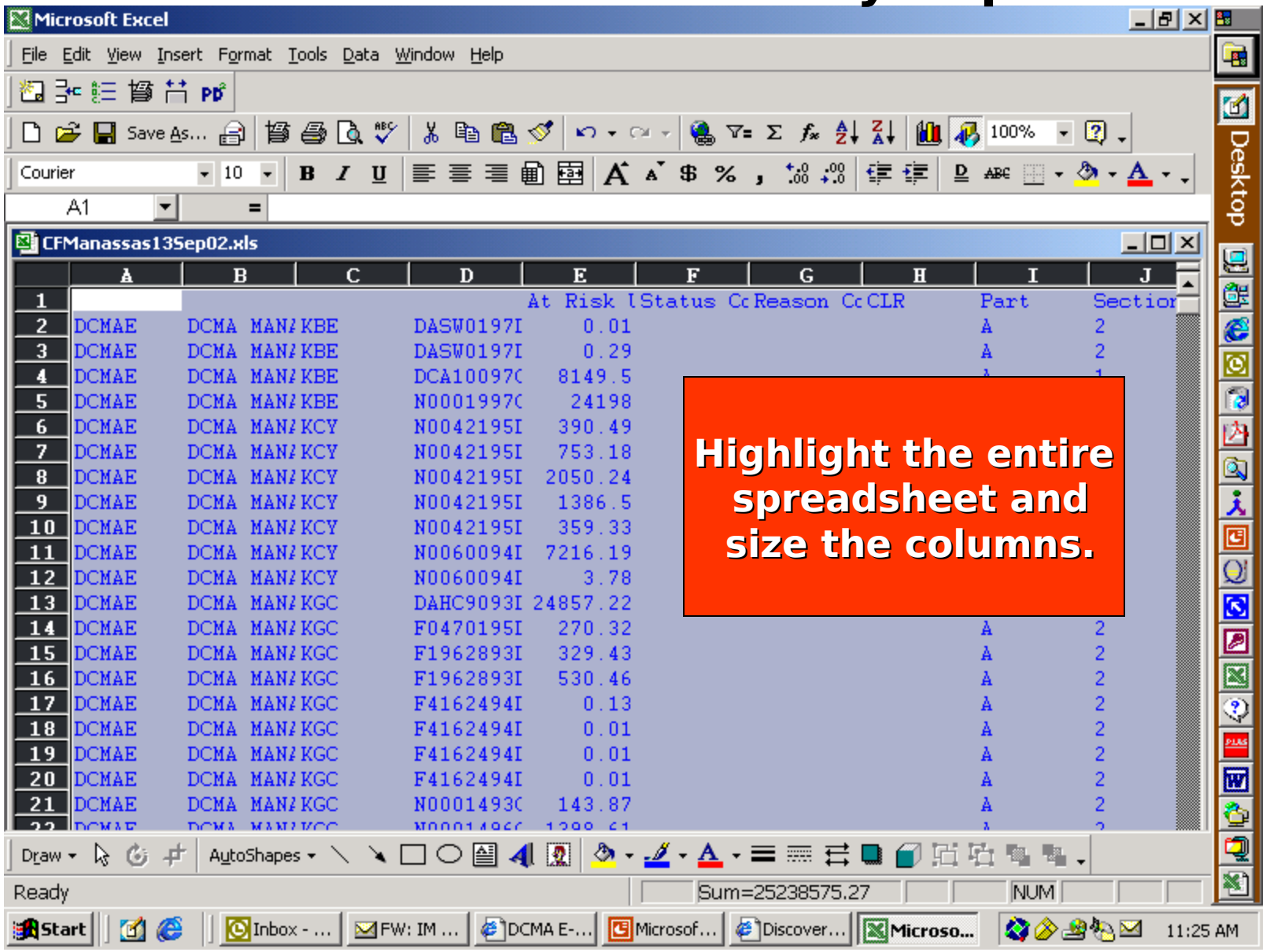
DCMAE DCMA MANA KCY N0060094I 7216.19 A 2
DCMAE DCMA MANA KCY N0060094I 3.78 A 2
DCMAE DCMA MANA KGC DAHC9093I 24857.22 A 2
DCMAE DCMA MANA KGC F0470195I 270.32 A 2
DCMAE DCMA MANA KGC F1962893I 329.43 A 2
DCMAE DCMA MANA KGC F1962893I 530.46 A 2
DCMAE DCMA MANA KGC F4162494I 0.13 A 2
For ease in filtering the data, you may want to highlight and delete the first few rows of the spreadsheet.
Draw AutoShapes
Ready
NUM
Start
Inbox - ...
FW: IM ...
DCMA E-...
Microsof...
Discover...
Microso...
11:24 AM
Desktop

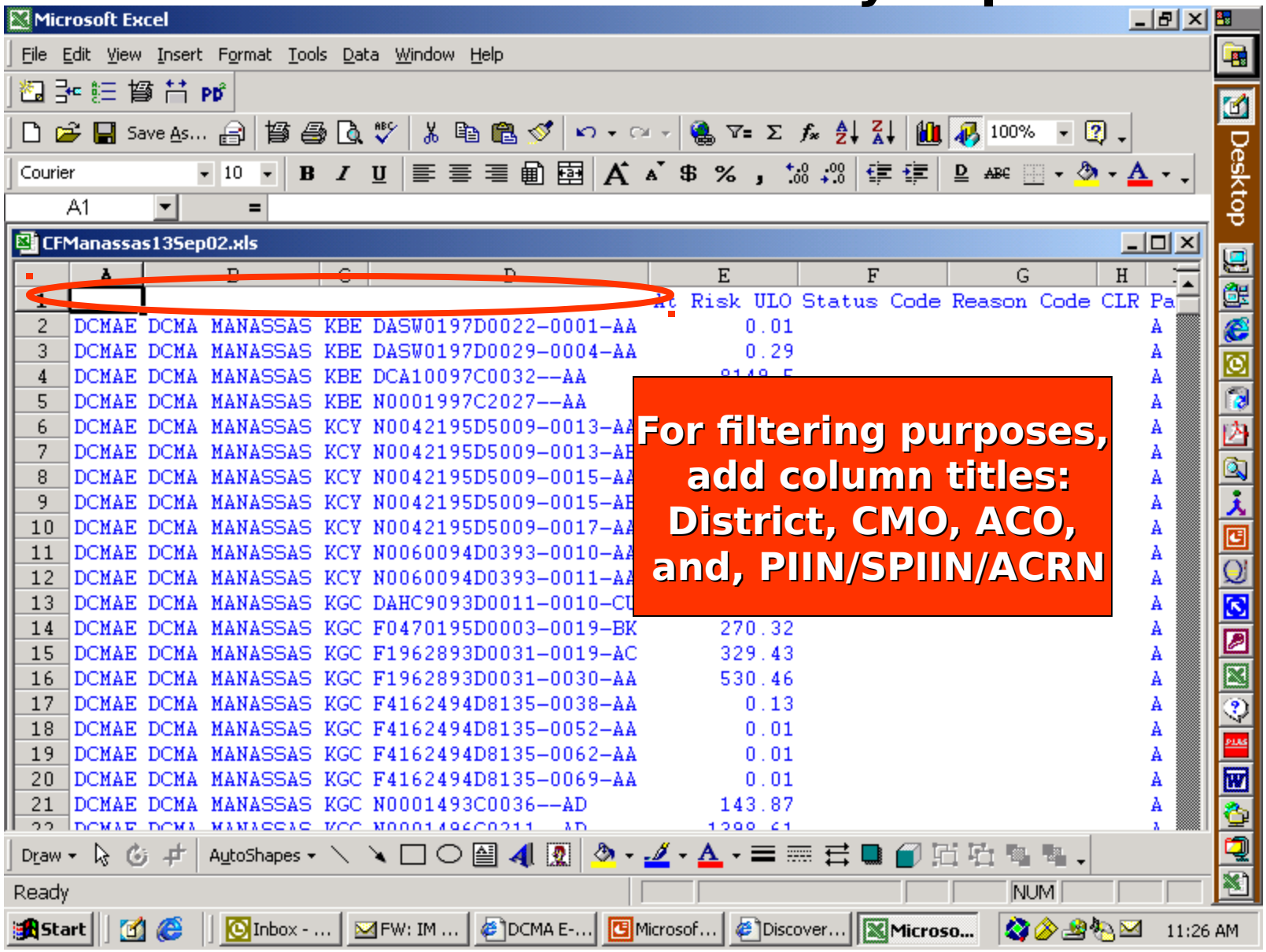
Format the ACO Summary Report



Format the ACO Summary Report



Format the ACO Summary Report


Microsoft Excel
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For filtering purposes, add column titles: District, CMO, ACO, and, PIIN/SPIIN/ACRN
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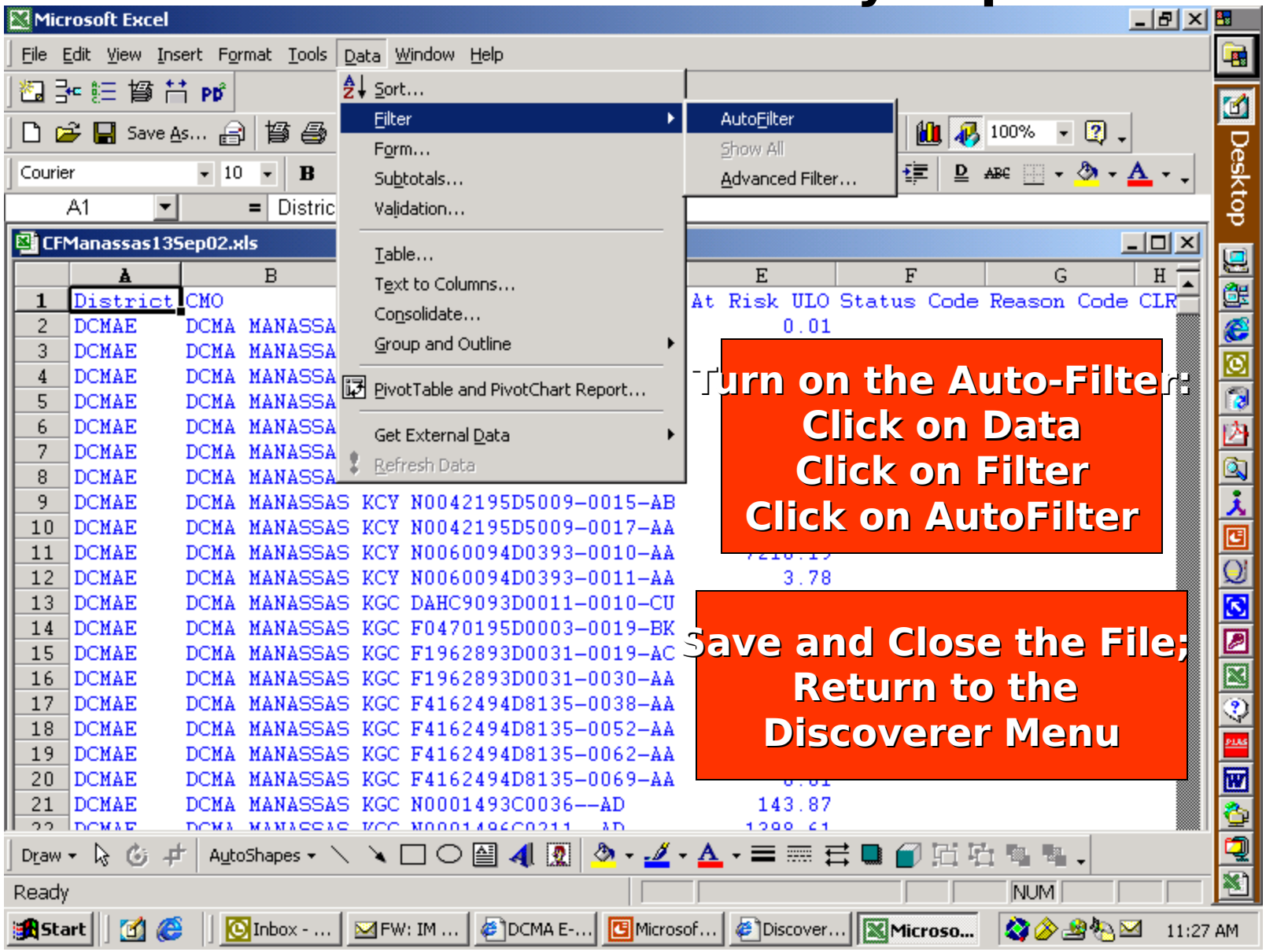
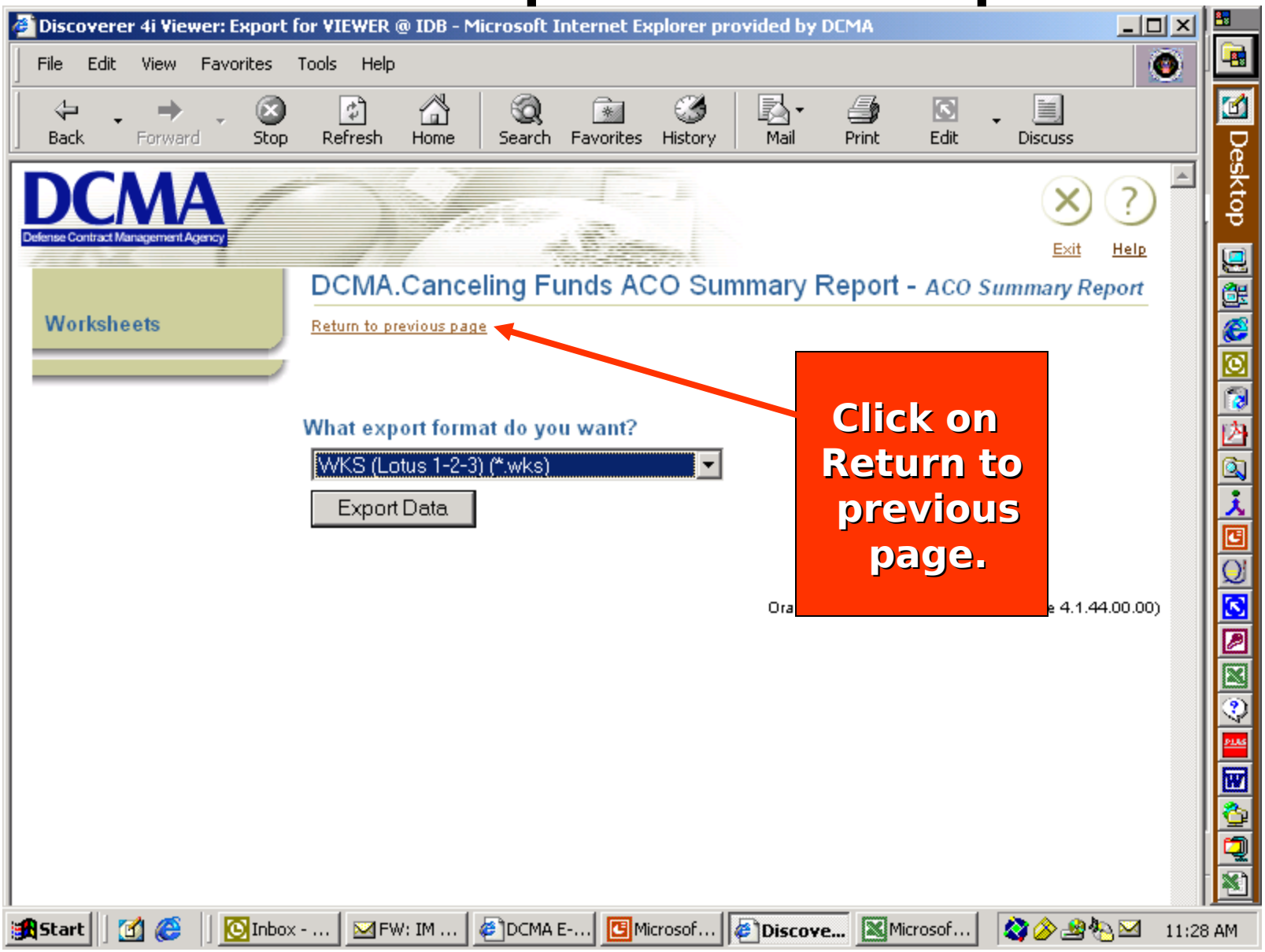
Format the ACO Summary Report



The Discoverer Reports Menu – Export Data


Discoverer 4i Viewer: Export for VIEWER @ IDB - Microsoft Internet Explorer provided by DCMA
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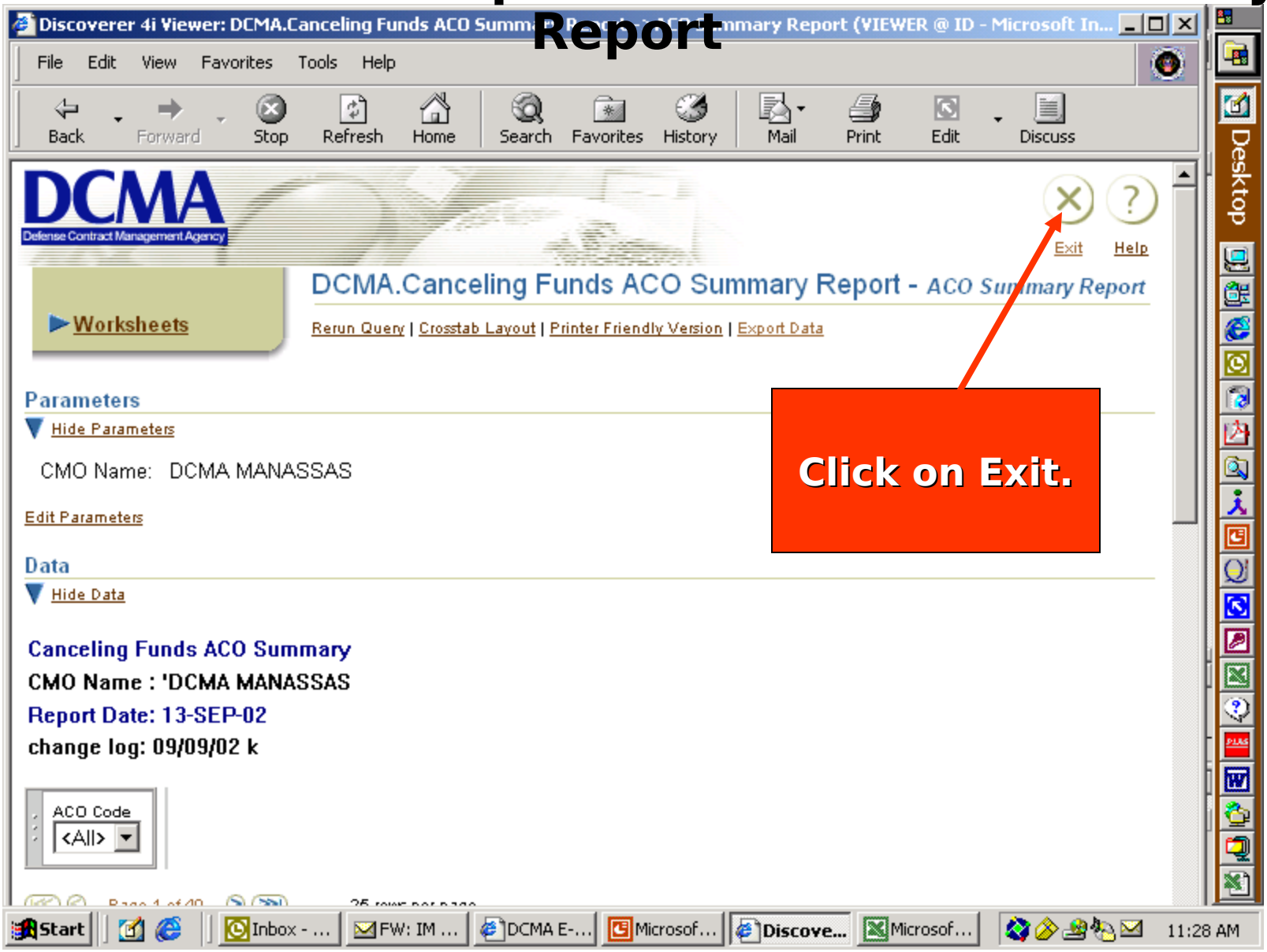
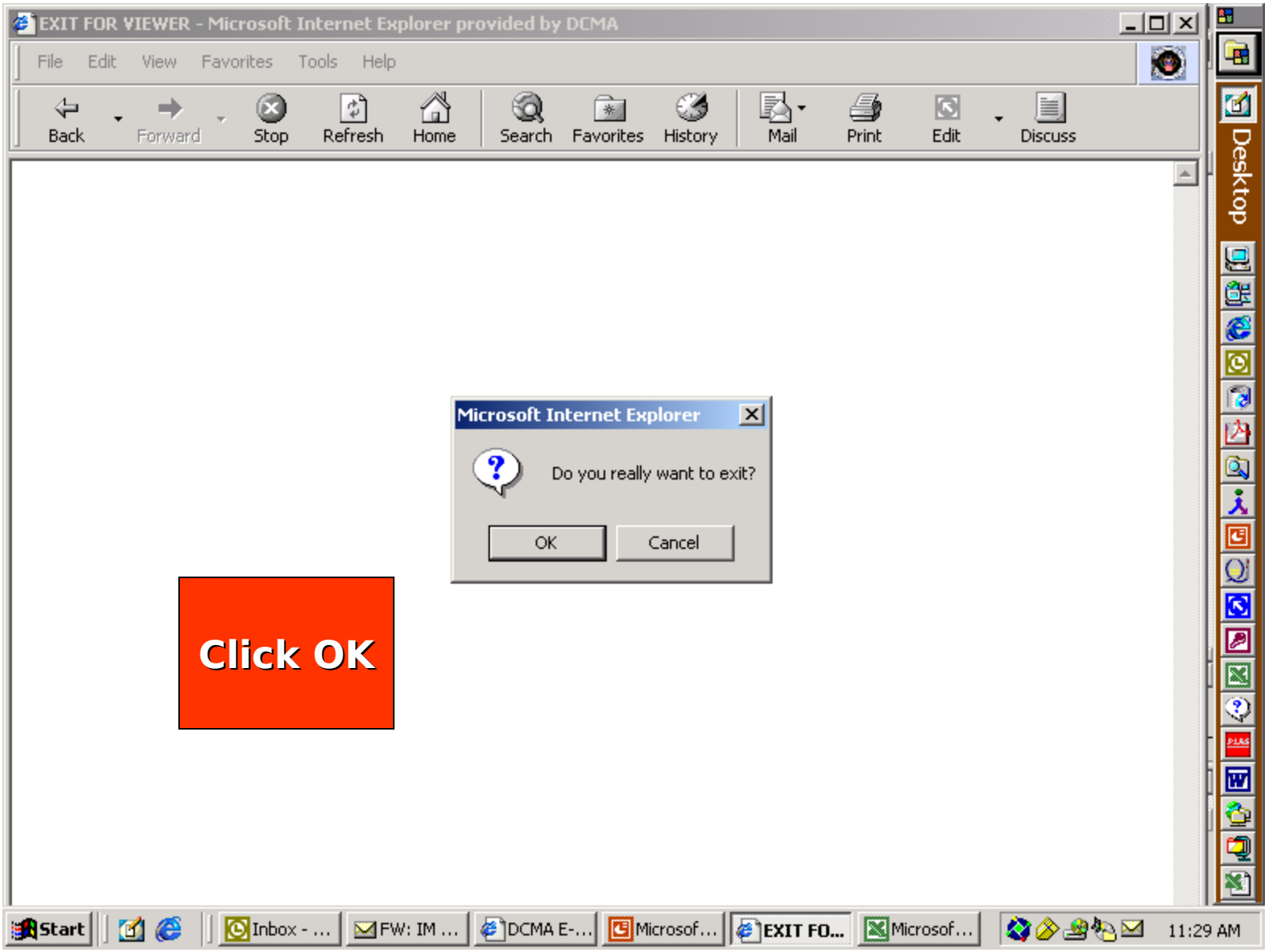
The Discoverer Reports Menu – ACO Summary Report

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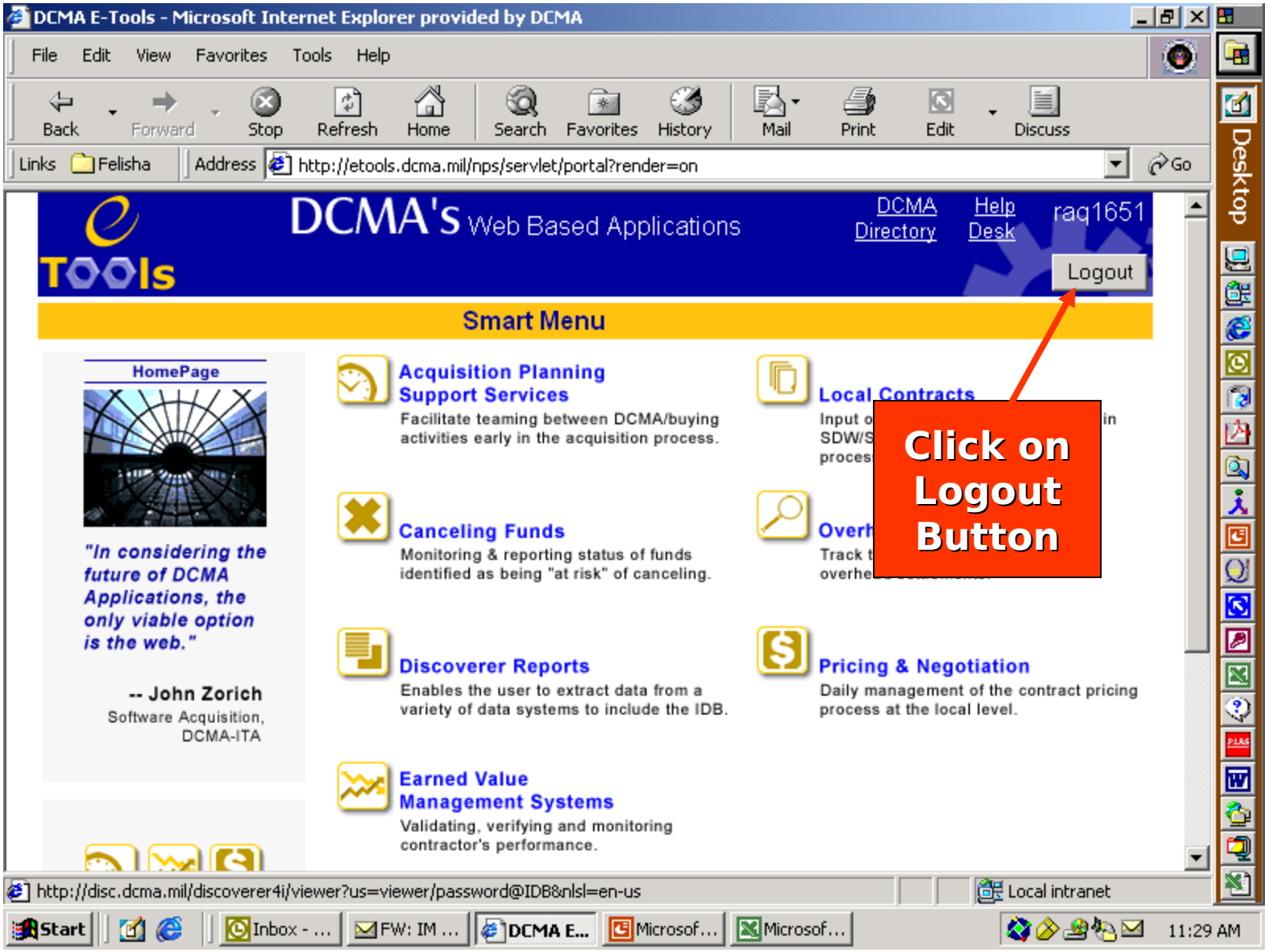
DCMA E-Tools - Microsoft Internet Explorer provided by DCMA
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DCMA's Web Based Applications
DCMA Directory
Help Desk
raq1651
Logout
Smart Menu
HomePage
"In considering the future of DCMA Applications, the only viable option is the web."
-- John Zorich
Software Acquisition, DCMA-ITA
Acquisition Planning Support Services
Facilitate teaming between DCMA/buying activities early in the acquisition process.
Local Contracts
Canceling Funds
Monitoring & reporting status of funds identified as being "at risk" of canceling.
Discoverer Reports
Enables the user to extract data from a variety of data systems to include the IDB.
Pricing & Negotiation
Daily management of the contract pricing process at the local level.
Earned Value Management Systems
Validating, verifying and monitoring contractor's performance.
Click on Logout Button
http://disc.dcma.mil/discoverer4i/viewer?us=viewer/password@IDB&nlsl=en-us
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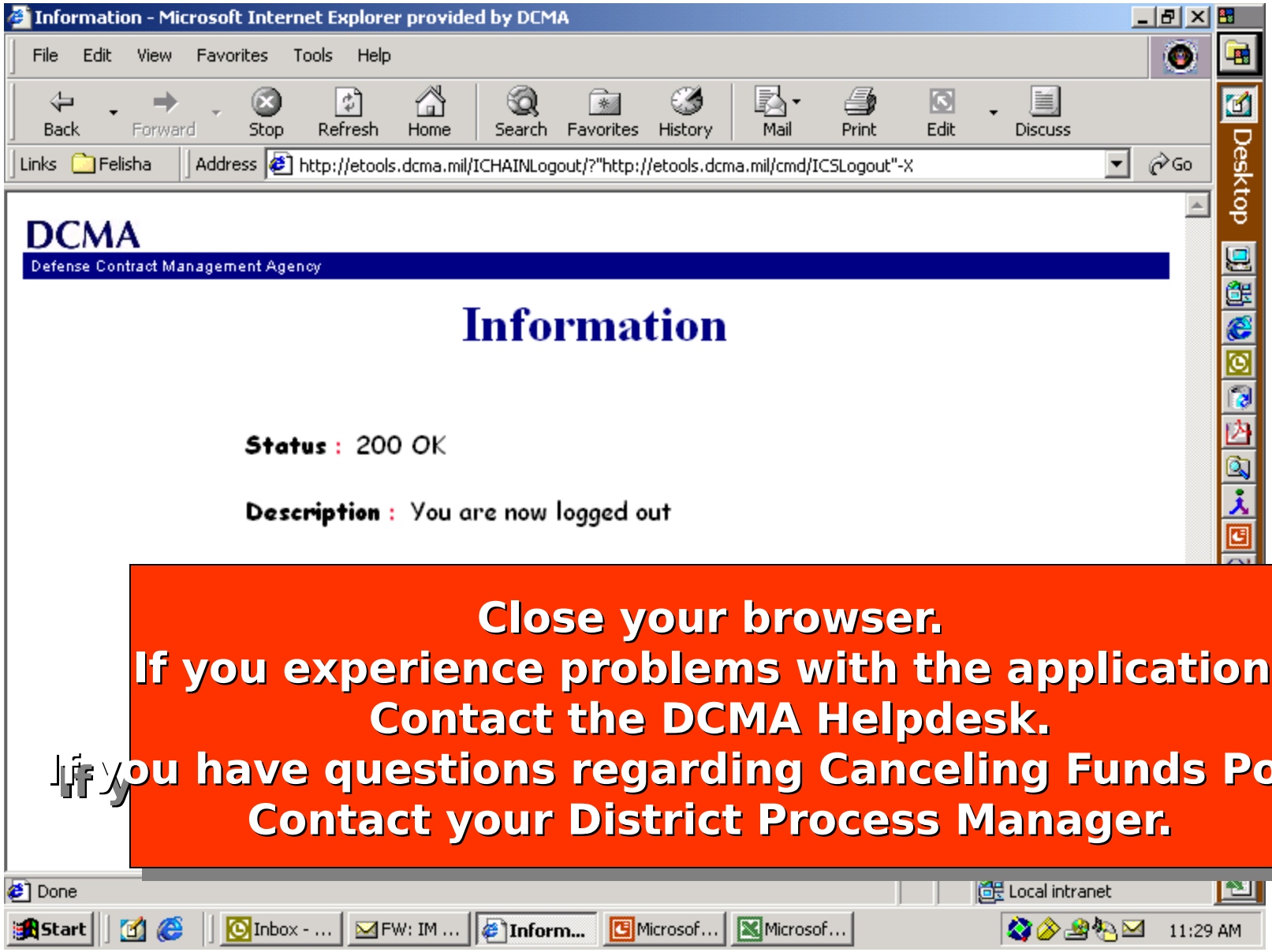
Information - Microsoft Internet Explorer provided by DCMA
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If you experience problems with the application,
Contact the DCMA Helpdesk.
If you have questions regarding Canceling Funds Policy,
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Now That You've Finished . . .

Some Recommendations/Helpful Hints:

- View the E-Tools Canceling Funds data **EVERY MONTH**!
- Assess the overall FY workload and perform a detailed review/analysis **AS EARLY AS POSSIBLE**!
- Begin entering reason/status codes into E-Tools during the 2nd quarter of the Fiscal Year.

Our Customers have the ability to view status/reason codes throughout the Fiscal Year. Final report results are provided to them at the end of the Fiscal Year.

If you experience problems with the E-Tools Canceling Funds Application,
Contact the DCMA Helpdesk (1-888-576-DCMA).
If you have questions regarding Canceling Funds Policy,
Contact your District Process Manager.